CHEM.SAFE.STOCK

REFERENCE MANUAL

A CHEMICAL MANAGEMENT SYSTEM BASED ON APPLEWORKS

FOR USE WITH APPLE IIc & APPLE IIe (enhanced) COMPUTER SYSTEMS

Produced by

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Dear Sir/Madame,

Thank you for your purchase of CHEM.SAFE.STOCK - a new method of chemical stock control. Your school has now been placed on my mailing list and as more information becomes available I shall pass it on to you.

I recommend that you immediately make a back-up copy of the disk and store your original somewhere safe - well away from magnets,dust,chemical fumes,heat etc.. Idealy all your disks should be high quality,double sided, double density disks similar to the one you have been supplied with.On completing your own stock entries to your back-up copy;I would recommend that you copy the files on Side B of your disk (Chem.Ordering and Chem.Usage) onto a second disk and each time you amend your stock records,save the changes to both disks.

Since there are limitations to the file size,I also recommend that your copy of Chem.Usage file be amended by deleting from this file any chemical item not likely to be required by your school either presently or in the near future.The supplied interactive reference manual contains information on record deletion.

In order to get the maximum benefit from the system, it would be preferable if only one person was handling your chemical stocks or at least,others were aware of the system and were willing to cooperate by adequately filling in the supplied stock amendment sheet .

Should you encounter any difficulties in using this system,please feel free to contact me on 758 5022 or preferably on 723 1557 (after hours).Please feel free to converse with others concerning this system as this may eventuate in an even better one!

Yours sincerely,

L.M.Costello

LAURIE COSTELLO

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CHAPTER 1

INTRODUCTION

This manual is intended as a reference and tutorial text to enable the user to operate the "CHEM.SAFE.STOCK" system.

The system is based on Appleworks and operates principally within the data base facility of that program.

"CHEM.SAFE.STOCK" contains five files on disk. These five files should enable the user to :

maintain up to date chemical stock records

use the above to quickly identify stock shortages

use the oldest stock first

keep track of outstanding chemical orders

assist in budgeting for chemicals

store chemicals according to their correct storage zone listings in cupboards suitably designed for their relative storage

be aware of the relevant hazards associated with the storage ,handling ,and use of each chemical listed within the files of the disk

readily supply accurate information concerning the chemicals stored and used within the school to a superior ,the Education Department ,or other appropriate statutatory bodies.

The disk is organised into five files :

SIDE A

INTRO.CODES

This file contains an introduction to hands on operation of the Appleworks system for beginners along with relevant information concerning the safe storage and disposal of all the chemicals listed as well as explainations of the alpha - numerical codes listed within the other files of the disk.

CHEM.SAFETY

This file contains relevant safety information regarding the hazards associated with the storage ,handling ,and use of the majority of the chemicals listed on the disk.
It may also be of value in providing information concerning hazardous reactions which may occur if chemicals are not correctly stored and/or are abusively used.

GENERAL INFO.

This file contains general information such as poison schedule ,BDH catalogue No. ,and UN hazards group listings.

SIDE B

CHEM.ORDERING

This file enables the user to note items required to be ordered ,keep a record of the quantity and date of both orders placed and orders received ,and may assist in budgeting for chemicals orders.

CHEM.USAGE

This file enables the user to keep accurate records of chemical stock movements within the school.It also contains relevant information for zoned storage and disposal of chemicals along with recommended warning labels listings for the majority of the chemicals found within Victorian post primary schools.

The following table shows which disk file contains the relevant categories :

	CHEM.	GENERAL	CHEM.	(
CATEGORY	SAFETY	INFO.	ORDERING	U
ITEM	Y	Y	Y	
STORAGE ZONE	Y	Y	Y	
TOTAL QUAN.11/85	N	N	N	
YEAR/QUAN.	N	Y	N	
USAGE CURRENT YEAR	N	N	N	
MIN.STOCK	N	N	N	
REQUIRED	N	N	Y	
STORES No./SUPPLIER	N	N	Y	
DATE ORDERED/QUAN.	N	N	Y	
DATE RECEIVED/QUAN.	N	N	Y	
PRICE @ 11/85	N	N	Y	
WARNING LABEL(S)	N	N	N	
DISPOSAL CODE	Y	N	N	
SPECIAL HAZARDS	Y	N	N	
POISONS SCHEDULE	N	Y	N	
BDH Catalog No.	N	Y	N	
HAZARDS (UN GROUP)	N	Y	N	

Where Y denotes yes and N denotes no.

USING THE "OPEN APPLE" AND "CLOSED APPLE" KEYS.

The "OPEN" and "CLOSED" Apple keys to the left and right of the "spacebar" will not be symbolised in this text ;they will be shown as "Apple" Keys.

At the extreme right bottom of the screen you will see the Apple symbol followed by a question mark.By using either Apple key you will be shown a list of the Apple options available for the file you are working with.

This can be done as follows :

Hold down the open or closed Apple key and momentarily depress the selected option key to perform the desired funtion.

NOTE : For the purpose of this text the "Apple options" will be shown as :

Apple-n where n = the option required.

e.g. Apple-N => Hold down either Apple key and briefly depress the N key to change the name of the file.

Following are lists of the Apple-? options available for the word processor and data base facilities of Appleworks :

Options for the word processor.

Apple-C	Copy text (includes cut and paste)
Apple-D	Delete text
Apple-E	Edit text (switch between insert and overstrike cursor)
Apple-F	Find occurences of ....
Apple-H	Print a hard copy of the screen contents
Apple-K	Calculate page numbers
Apple-M	Move text (includes cut and paste)
Apple-N	Change name of file
Apple-O	Options for print formatting
Apple-P	Print
Apple-R	Replace occurences of ....

continues next page

Apple-S	Save the current file to disk
Apple-T	Set and clear tab stops
Apple-Z	Zoom in and out to display or not display selected printing options
Apple-spacebar	Sticky spaces
Apple-1	Go to the beginning of the file
through	through
Apple-9	Go to the end of the file
Apple-down arrow	Go forward a full screen
Apple-up arrow	Back up a full screen
Apple-right arrow	Go to the next word
Apple-left arrow	Go to the previous word
Apple-tab	Go to the previous tab stop
tab	Go to the next tab stop
arrows	Move the cursor
return	Mark the end of a paragraph
delete	Delete the preceding character
control-B or b	Begin or end boldface
control-L or l	Begin or end underline

The options listed so far may be of use to you if you are preparing a report using the word processor.
The files you will be using for stock control are data base files and the options for these are as follows :

Apple-A	Arrange (sort) this category e.g. A-Z or 1-9
Apple-C	Copy records (includes cut and paste)
Apple-D	Delete records
Apple-E	Edit text (switch between insert and overstrike cursor)
Apple-F	Find all records that contain ....
Apple-H	Print a hard copy of the screen contents
Apple-I	Insert new records before the current record
Apple-L	Change record layout
Apple-M	Move records (cut and paste)
Apple-N	Change name of file ,insert ,delete ,and rename categories
Apple-O	Options for print formatting
Apple-P	Print reports
Apple-R	Change record selection rules
Apple-S	Save the current file to disk
Apple-V	Set/remove standard values for a category
Apple-Z	Zoom In to one record ,Zoom Out to multiple records
Apple-"	Copy entry directly above (multiple record layout only)
Apple-1	Go to the beginning of the file
through	through
Apple-9	Go to the end of the file
Apple-down arrow	Go forward a full screen
Apple-up arrow	Back up a full screen
Apple-tab	Go to previous category
tab	Go to next category
arrows	Move the cursor
return	Accept entry
esc	Escape (restore former entry or escape to previos status)

Not all of the options listed are used within the system as presented ;in fact it would be best to use only those options mentioned within this text unless the user the user is already familiar with the Appleworks system.

DISPLAY HEADINGS AND FOOTINGS

A typical screen display will be as shown below.

```
File: CHEM.USAGE.             REVIEW/ADD/CHANGE            Escape: Main M

Selection: All records


ITEM                                                 LOCATION  USAGE CURR
=========================================================================
   ACETALDEHYDE (ETHANAL)
   ACETAMIDE (ETHANAMIDE)
   ACETIC ACID,GLACIAL (ETHANOIC ACID)
   ACETIC ACID,INDOL
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)
   ACETO ORCIN (STAIN)
   ACETONE (AR) (PROPANONE)
   ACETONE (PROPANONE)
   ACETYL ACETONE (2,4,PENTADIONE)
   ACETYL CHOLINE CHLORIDE
   ACETYL SALICYLIC ACID (ASPIRIN)
   ACRYLIC ACID
   ADENOSINE MONOPHOSPHATE
   ADENOSINE DIPHOSPHATE
   ADENOSINE TRIPHOSPHATE
-------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for He
```

Look at the screen display as shown on the previous page and view the information as shown below :

File: The file currently in use (on the desktop)

REVEIW/ADD/CHANGE The current status of the system

Escape: If the "esc" key is depressed you will be returned to the previous system status

Type entry or use @ commands Appleworks prompts appear here

@-? for Help While entering information (data) to the file the available memory will be displayed here

NOTE : The Apple Imagewriter printer used in preparing this text prints "@" in place of the Apple symbol displayed on the screen.

On moving the cursor to make an entry in the position marked by an asterisk , compare the headings and footings of the screen display shown below with that of the previous page.

```
File: CHEM.USAGE.             REVIEW/ADD/CHANGE   Escape: Restore former entry

Selection: All records


ITEM                                                        LOCATION  USAGE CURRENT
====================================================================================
   ACETALDEHYDE (ETHANAL)                                      *
   ACETAMIDE (ETHANAMIDE)
   ACETIC ACID,GLACIAL (ETHANOIC ACID)
   ACETIC ACID,INDOL
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)
   ACETO ORCIN (STAIN)
   ACETONE (AR) (PROPANONE)
   ACETONE (PROPANONE)
   ACETYL ACETONE (2,4,PENTADIONE)
   ACETYL CHOLINE CHLORIDE
   ACETYL SALICYLIC ACID (ASPIRIN)
   ACRYLIC ACID
   ADENOSINE MONOPHOSPHATE
   ADENOSINE DIPHOSPHATE
   ADENOSINE TRIPHOSPHATE
------------------------------------------------------------------------------------
Type entry or use @ commands                                             19K Avail.
```

THE CURSOR AND ITS' USES

THE INSERT MODE

The cursor is normally seen as a pulsating dash (-). In this mode it is refered to as the "insert cursor". By positioning the insert cursor over the first character of a string of characters (words or numbers) and using the spacebar , all entries to the right of the cursor will be shifted one or more spaces to the right.

THE OVERSTRIKE MODE

By holding down either Apple key and briefly depressing E the insert cursor will be changed tc the "overstrike cursor" represented as a solid pulsating quadrangle. By positioning the overstrike cursor over the first character of a string of characters and using the spacebar ,each sucessive depression of the space bar will result in one character to the right of the cursor being erased.

By positioning the insert or overstrike cursor over the first character of a string of characters ,each momentary depression of the "delete" key will erase one space or character to the left of the cursor and shift all entries to the right of the cursor one space to the left.

These features are very useful for correcting spelling errors or where a O has been inadvertedly entered instead of a θ in digital entries.

IT IS STRONGLY RECOMMENDED THAT THE OVERSTRIKE CURSOR BE USED WHEN USING THIS FILE SYSTEM

INDENTED ENTRIES

The data entries within each category of each of the four data base files contained on the disk ,have been indented (the first character has been placed several spaces to the right of the left margin).This has been done for two reasons :

(i) so that the pulsating cursor is not positioned directly over a character entered previously
and (ii) to improve the appearance of multiple record layouts ,resulting in centralised entries under a given heading (category) ~~from~~ when printing from the file.

The following is a list of indents required for the categories found within the disk files.

	CATEGORY	INDENT (spaces preceding the first character)
*	ITEM	3
*	STORAGE ZONE	4
	LOCATION	0-3
	TOTAL QUAN.11/85	3
	USAGE CURRENT YEAR	6
	MIN.STOCK	2
	REQ.	0-1
*	STORES No./SUPPLIER	3
	DATE ORDERED / QUAN.	0
	DATE RECEIVED / QUAN.	0
*	PRICE @ 11/85	0
*	WARNING LABEL(S)	0
*	DISPOSAL CODE	3
*	SPECIAL HAZARDS	0
*	POISONS SCHEDULE	6
*	BDH Catalog No.	0
*	HAZARDS (UN GROUP)	1-3

The categories marked by an asterisk are those where the relevant data has already been entered and the only time you may need to refer to those is when you wish to insert an unlisted chemical item.

LIMITATIONS

This system has been designed to operate on Apple II computer systems having a maximum random access memory of 128 Kilobytes.Since the the Appleworks operation program (upon which this system is based) requires 73 Kilobytes of memory , this only leaves 55 Kilobytes of memory for the system.
It is because of this limited available memory that the system necessitated the use of four separate files.

The system "CHEM.SAFE.STOCK" as currently presented is the result of many attempts to provide as much relevant (indeed essential) information as possible in a format that is relatively easy to use considering the amount of information presented on the supplied disk.

Unfortunately it is not possible to have more than one file on the desktop (stored in the computers' memory) at any one time.It will therefore be necessary to remove the file you have finished with from the desktop (from the computers' memory) before attempting to load one of the other files into the computers' memory (add another file to the desktop).

N.B. If you have been making changes to your records ,do not forget to save the desktop file to disk before attempting to remove it from the desktop.

Chapter 2

GETTING STARTED

WHAT YOU WILL NEED

APPLE IIc Computer	APPLE IIe Computer expanded to 128K must be fitted with an 80 column card
High resolution monitor	High resolution monitor

A second disk drive is desirable but the system runs without any problems with only one drive ,the second drive merely saves time and to some extent disc wear.

A printer can be of value but once again is not essential.

SOFTWEAR

APPLEWORKS START UP DISK

APPLEWORKS PROGRAM DISK (A COPY OF)

CHEM.SAFE.STOCK DISC

At least one Double Sided Double Density floppy disk with the write enable notches for both sides of the disk.

OR

At least two Single Sided Double Density floppy disks.

a recent stock taking record.

IT IS STRONGLY RECOMMENDED THAT YOU GET A BACKUP COPY OF CHEM.SAFE.STOCK

LOADING (BOOTING) THE APPLEWORKS PROGRAM

Insert the Appleworks Start Up disk into Drive 1

If the power is off ,switch it on at the rear of the computer
If the power is on ,reset the computer by holding down the "Apple" key and the "control" key and briefly depress the "reset" key.

You should now be presented with a request at the bottom of the screen :

```
----------------------------------------------------------------------
      Place the AppleWorks Program disk in Drive 1 and press Return
----------------------------------------------------------------------
```

AppleWorks presents relevant information concerning its' current status above the double dotted at the top of the screen.

AppleWorks also presents PROMPTS below the dotted line at the bottom of the screen.The available memory is also shown here.

BE SURE TO WATCH FOR THESE PROMPTS

Place the AppleWorks Program disk into Drive 1 and press return

You will be presented with the follcwing screen display :

```
File: None                        GETTING STARTED
======================================================================




                The date must be 1983 or later,
                and in this form:  3/20/84




----------------------------------------------------------------------
```

The date entered at the bottm of the screen will be that entered by the last user of the AppleWorks Program disk. It would be advisable to enter the current date as this is one way of knowing when you last amended your stock records.

To enter the date you must enter the month first , followed by the day ,followed by the year,then depress the return key.

Your screen should now appear as follows :

```
Disk: Drive 1                           MAIN MENU
_________________________________________________________________________________
   ___________________________
  |     Main Menu             |_______________________________________
  |                                                                   |
  |                                                                   |
  |     1.  Add files to the Desktop                                  |
  |                                                                   |
  |     2.  Work with one of the files on the Desktop                 |
  |                                                                   |
  |     3.  Save Desktop files to disk                                |
  |                                                                   |
  |     4.  Remove files from the Desktop                             |
  |                                                                   |
  |     5.  Other Activities                                          |
  |                                                                   |
  |     6.  Quit                                                      |
  |                                                                   |
  |___________________________________________________________________|


_________________________________________________________________________________
Type number, or use arrows, then press Return                       @-? for Help
```

1. "Add files to the Desktop" will be highlighted and since this is what we need to do press the "return" key.

Your screen display should now be as shown on the next page.

```
Disk: Drive 1                      ADD FILES                     Escape: Main Menu
__________________________________________________________________________________

  ___________________________
 |     Main Menu             |_____________________________________________
 |                                                                         |
 |   ___________________________                                           |
 |  |     Add Files             |__________________________________________|__
 |  |                                                                         |
 |  |                                                                         |
 |  |           Get files from:                                               |
 |  |                                                                         |
 |  |       1.  The current disk: Drive 1                                     |
 |  |       2.  A different disk                                              |
 |  |                                                                         |
 |  |           Make a new file for the:                                      |
 |  |                                                                         |
 |  |       3.  Word Processor                                                |
 |  |       4.  Data Base                                                     |
 |  |       5.  Spreadsheet                                                   |
 |__|                                                                         |
    |                                                                         |
    |_________________________________________________________________________|

__________________________________________________________________________________
Type number, or use arrows, then press Return                          55K Avail.
```

==

1. "The current disk : Drive 1 " should be highlighted on the display.If you only have one disk drive press the "return" key.
Your screen display should now appear as shown below :

==

```
Disk: Drive 1                  APPLEWORKS FILES            Escape: Add Files
____________________________________________________________________________

  __________________________
 |     Main Menu            |__________________________________
 |                                                             |
 |   __________________________                                |
 |  |     Add Files            |_______________________________|__
 |  |                                                             |
 |  |   __________________________                                |
 |  |  |     AppleWorks files     |_______________________________|__
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |__|  |                                                             |
    |  |                                                             |
    |__|                                                             |
       |_____________________________________________________________|
____________________________________________________________________________
Place your DATA disk in Drive 1 and press Return.                 55K Avail.
```

Note the AppleWorks prompt at the bottom of the previous page.

Remove the program disk from the disk drive and insert the "CHEM.SAFE.STOCK" disk - Side A ,then press the "return" key.

Your screen display should now appear as shown below :

```
Disk: Drive 1                    APPLEWORKS FILES                 Escape: Add Fil
_______________________________________________________________________________
   ____________________________
  |     Main Menu              |_______________________________________
  |                                                                    |
  |  ____________________________
  | |    Add Files               |_____________________________________|__
  | |                                                                     |
  | |  ____________________________
  | | |   AppleWorks files         |____________________________________|__
  | | |   Disk volume /CHEM.SAFE.STOCK has 6K available                     |
  | | |       Name            Type of file    Size     Date       Time      |
  | | |   ===========================================================       |
  | | |   INTRO.CODES         Word Processor   43K   3/10/86                |
  | | |   CHEMICAL SAFETY     Data Base        53K   2/23/86                |
  | | |   GENERAL INFO        Data Base        33K   2/24/86                |
  | | |                                                                     |
  | | |                                                                     |
  | | |                                                                     |
  | | |                                                                     |
  |__| |                                                                    |
    | |                                                                     |
    |__|                                                                    |
      |_____________________________________________________________________|
_______________________________________________________________________________
Use Right Arrow to choose files, Left Arrow tc undo                 55K Avail.
   ==========================================================================
```

The file you should now add to the desktop is "INTRO.CODES" , which is the one already highlighted so press the "return" key.

Note : You should now follow the above instruction but ,if you wish to choose one of the other two files follow the instructions below

1. Use the down arrow key to highlight the file you wish to add to the desktop.
2. Use the right arrow key to mark your selected file.
3. Press the return key.

If you have succeeded in correctly loading the file onto the desktop your screen display should now appear as shown below :

```
ile: INTRO.CODES              REVIEW/ADD/CHANGE              Escape: Main Menu
================================================================================

        WHILE USING THIS FILE WATCH FOR COMMANDS BOTH

        ABOVE AND BELOW THE DOTTED LINE AT THE BOTTOM

                         THE SCREEN

        The "OPEN" and "CLOSED"  Apple keys to the left and right
        of the "spacebar" will not be symbolised in this file.
        In these files they will be known as "Apple" keys.
         e.g.        Apple  ?     will display the Apple key
        options available for the word processor.
        Hold down the open or closed Apple key and momentarily
        depress the selected option key to perform the desired
        function.
        Now please follow the instructions above the dotted line.
________________________________________________________________________________
 Hold down Apple key and briefly depress down arrow key twice if the cursor
 is at the top, or part way down this page.If the cursor is at the bottom of
 the page, only use the keys once.
--------------------------------------------------------------------------------
ype entry or use @ commands           Line 2  Column  1           @-? for Help
     =======================================================================
```

It is now recommended that you work through this file on your computer system before progressing through this reference manual.

A complete listing of all the chemicals entered into this filing system will be found at the rear of this reference manual.

USING TWO DISK DRIVES

Follow the instructions outlined on pages 13 & 14.

When presented with the screen display shown on the top half of page 15 , choose 2. "A different disk" then press the "return" key

Your screen display should now appear as shown on the following page

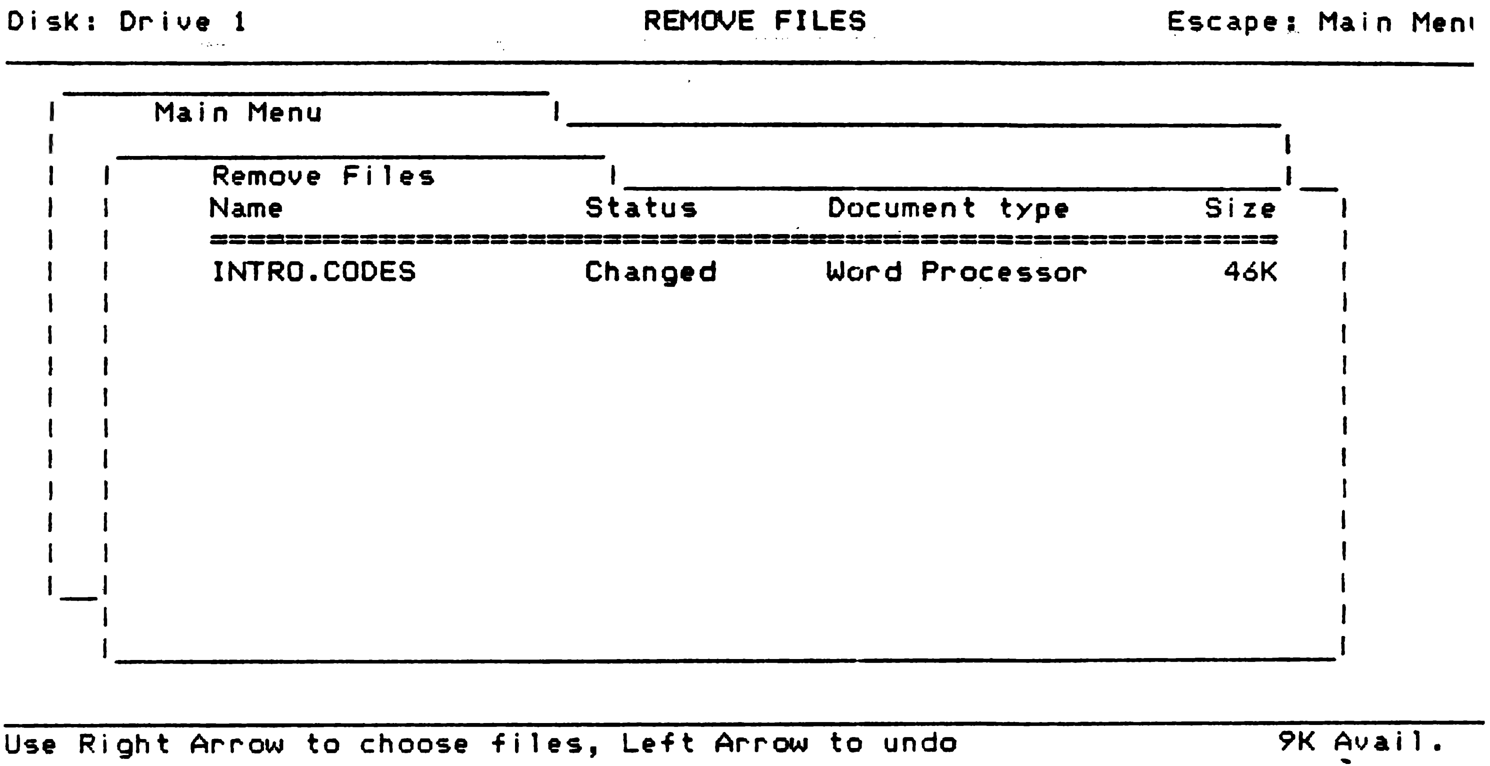
```
Disk: Drive 1                  CHANGE CURRENT DISK              Escape: Add File
________________________________________________________________________________
  |   __________________________
  |       Main Menu             |______________________________________
  |                                                                    |
  |  |   __________________________                                    |
  |  |       Add Files             |___________________________________|__
  |  |                                                                     |
  |  |  |   __________________________                                    |
  |  |  |       Change Current Disk   |___________________________________|__
  |  |  |                                                                      |
  |  |  |                                                                      |
  |  |  |                                                                      |
  |  |  |                                                                      |
  |  |  |       Disk drives you can use:                                       |
  |  |  |                                                                      |
  |  |  |       1.   Drive 1                                                   |
  |  |  |       2.   Drive 2                                                   |
  |  |  |       3.   ProFile or other ProDOS directory                         |
  |  |  |                                                                      |
  |__|  |                                                                      |
     |  |                                                                      |
     |__|                                                                      |
        |______________________________________________________________________|
________________________________________________________________________________
Type number, or use arrows, then press Return                         55K Avail.
```

Use the down arrow followed by the right arrow then the return key to select Drive 2 .

Your screen display should then appear as shown below :

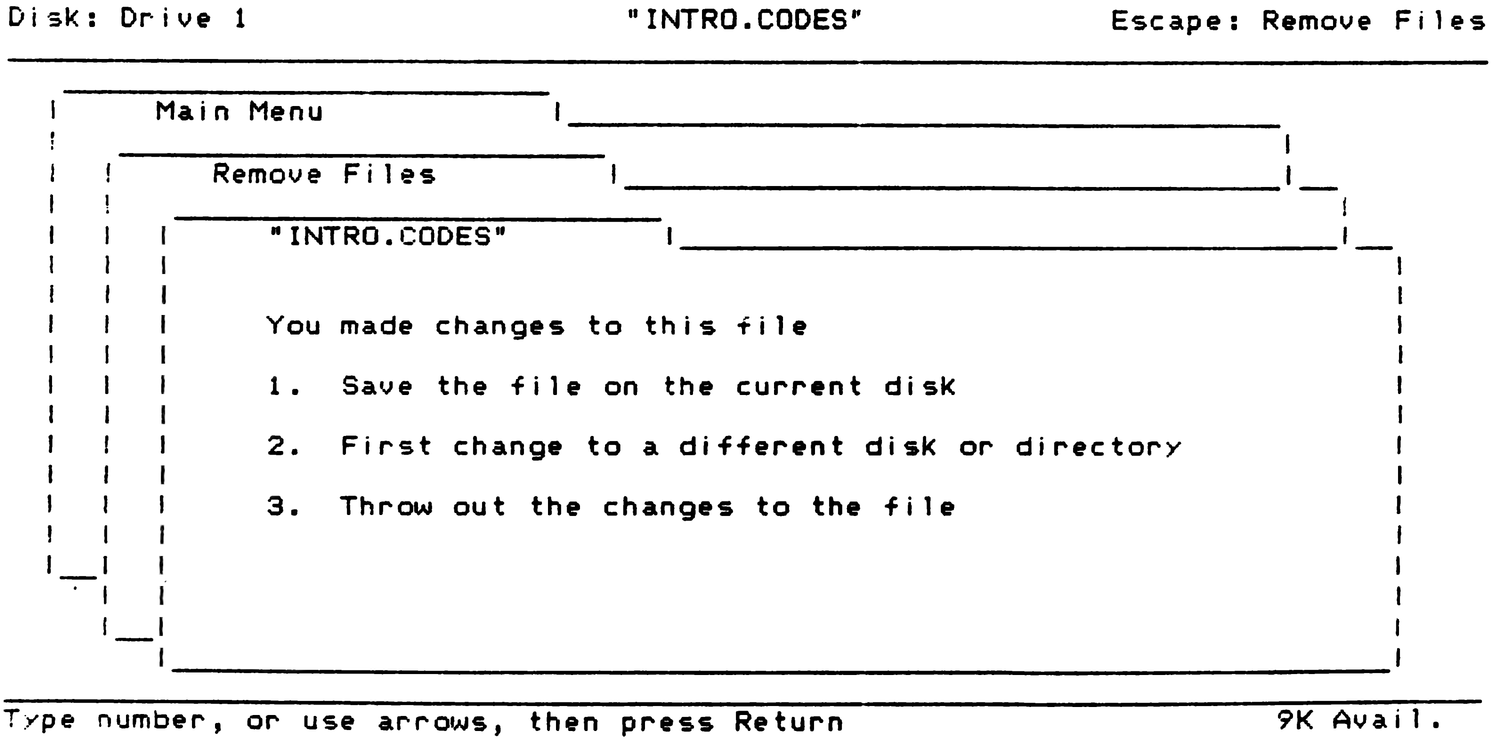
```
sk: Drive 2                        ADD FILES                    Escape: Main Menu
_________________________________________________________________________________
  |   __________________________
  |       Main Menu             |______________________________________
  |                                                                    |
  |  |   __________________________                                    |
  |  |       Add Files             |___________________________________|__
  |  |                                                                     |
  |  |                                                                     |
  |  |       Get files from:                                               |
  |  |                                                                     |
  |  |   1.  The current disk: Drive 2                                     |
  |  |   2.  A different disk                                              |
  |  |                                                                     |
  |  |       Make a new file for the:                                      |
  |  |                                                                     |
  |  |   3.  Word Processor                                                |
  |  |   4.  Data Base                                                     |
  |  |   5.  Spreadsheet                                                   |
  |__|                                                                     |
     |                                                                     |
     |_____________________________________________________________________|
```

Your screen display should now appear as shown below :



```
Disk: Drive 1                  REMOVE FILES              Escape: Main Men
---------------------------------------------------------------------------
   Main Menu
      Remove Files
      Name              Status        Document type        Size
      ==========================================================
      INTRO.CODES       Changed       Word Processor        46K

---------------------------------------------------------------------------
Use Right Arrow to choose files, Left Arrow to undo              9K Avail.
```

Since there is only one file on the desktop ,simply press return. The display should now return to the "MAIN MENU" however ,if while you were working through "INTRO.CODES" you inadvertedly moved or deleted even one character ,you could be presented with the following display :



```
Disk: Drive 1                  "INTRO.CODES"          Escape: Remove Files
---------------------------------------------------------------------------
   Main Menu
      Remove Files
         "INTRO.CODES"

         You made changes to this file

         1.  Save the file on the current disk

         2.  First change to a different disk or directory

         3.  Throw out the changes to the file

---------------------------------------------------------------------------
Type number, or use arrows, then press Return                    9K Avail.
```

1. "Save the file on the current disk" will be highlighted but since the changes were unintended you should either

type 3 or briefly depress the down arrow key twice followed by return.

The screen display should then appear as shown below :

Note the AppleWorks prompt !!!!

```
==========================================================================
)isk: Drive 1                     "INTRO.CODES"          Escape: Remove Files
--------------------------------------------------------------------------------
 |  ___________________________
 |     Main Menu               |_____________________________________
 |    ___________________________                                    |
 |  |    Remove Files            |___________________________________|__
 r  |   ___________________________                                     |
 |  |  |    "INTRO.CODES"         |_____________________________________|__
 |  |  |                                                                   |
 |  |  |                                                                   |
 |  |  |    You made changes to this file                                  |
 |  |  |                                                                   |
 |  |  |    1.  Save the file on the current disk                          |
 |  |  |                                                                   |
 |  |  |    2.  First change to a different disk or directory              |
 |  |  |                                                                   |
 |  |  |    --> Throw out the changes to the file                          |
 |  |  |                                                                   |
 |__|  |                                                                   |
    |  |                                                                   |
    |__|                                                                   |
       |___________________________________________________________________|
--------------------------------------------------------------------------------
'o you really want to do this?  No  Yes
==========================================================================
```

"No" will be highlighted ,but since (in this case) we do really want to throw out the changes to the file and not save them to the current disk ....

type Y for yes

or

breifly depress the right arrow key followed by the return key.

You should now have returned to the "MAIN MENU" but before you procede ,please read the following page.

==

PROGRESSIVE SUMMARY

If you have systematically worked through this manual to where you are now and through the "INTRO.CODES" file on the "CHEM.SAFE.STOCK" disk ,then you should

(i) know that there are five files on the disk .... four data base files and one word processor file

(ii) know that the three files on Side A of the disk are reference files only and that the two files on Side B of the disk are the stock control files

(iii) know which file(s) to add to the desktop to obtain the necessary categories to perform the required task

(iv) know how to use the Apple- keys to display AppleWorks options or to perform required functions

(v) know how to load the AppleWorks program

(vi) know where to look for AppleWorks prompts

(vii) know how to Add a file to the Desktop

(viii) know how to return to the MAIN MENU

(ix) know how to use the cursor in both insert and overstrike modes

(x) be aware of the need to indent data entries within certain categories

(xi) be aware of the regulations concerning the storage of chemicals according to their listed zones in cupboards specifically designed fod their safe storage

(xii) be aware of the disposal code used within the files of the "CHEM.SAFE.STOCK" disk and the disposal procedures assigned to these codes

(xiii) be aware of the need to affix warning labels to bottles and containers of chemical reagents within the preparation rooms and those supplied to the classrooms

(xiv) be aware of what these labels signify and ensure that all school personel (including the school principal) and students likely to come into contact with these reagents are aware of the same

--------------------- continues next page ---------------------

(xv) be aware of the poisons schedule with its' interpretation

(xvi) be aware of where to find information within the files contained on the supplied disk relating to the various hazards associated with the storage ,handling , and use of the chemical reagents where listed ,as well as the hazardous reactions which may occur in contact with other chemicals

(xvii) be aware of where to find relevant inforation pertaining to the health risk associated with the handling and usage of chemical reagents as listed within these files

(xviii) be prepared to keep working through this manual and preparing yourself for working with Side B of the disk "CHEM.SAFE.STOCK".

NOW MOVE ON TO A NEW METHOD OF STOCK CONTROL

Chapter 3

THE REFERENCE FILES

As stated at the end of the previous chapter ,Side A of the "CHEM.SAFE.STOCK" disc contains three reference files :

INTRO.CODES (which you have already viewed)
CHEM.SAFETY
GENERAL.INFO.

When you add a data base file to the desktop ,AppleWorks arranges the items into a "multiple record layout"

Each item listed is refered to as a "record".

In multiple record layout you will be able to view 15 records on your screen display.

Each record will contain other relevant information relevant to the file in use and this information is arranged into "categories".

In multiple record layout the categories are arranged across the screen however ,your screen will not display all the categories available in multiple record layout.

To view all the information available within the file on the desktop you will need to use :

Apple-Z to Zoom into "single record layout"

Positioning the cursor in line with the record which you require further information about and then using Apple-Z determines the record selected for single record layout.

In single record layout the records are generally arranged down the screen.

To view the next file record in single record layout use :

Apple-down arrow

To return to multiple record layout use :

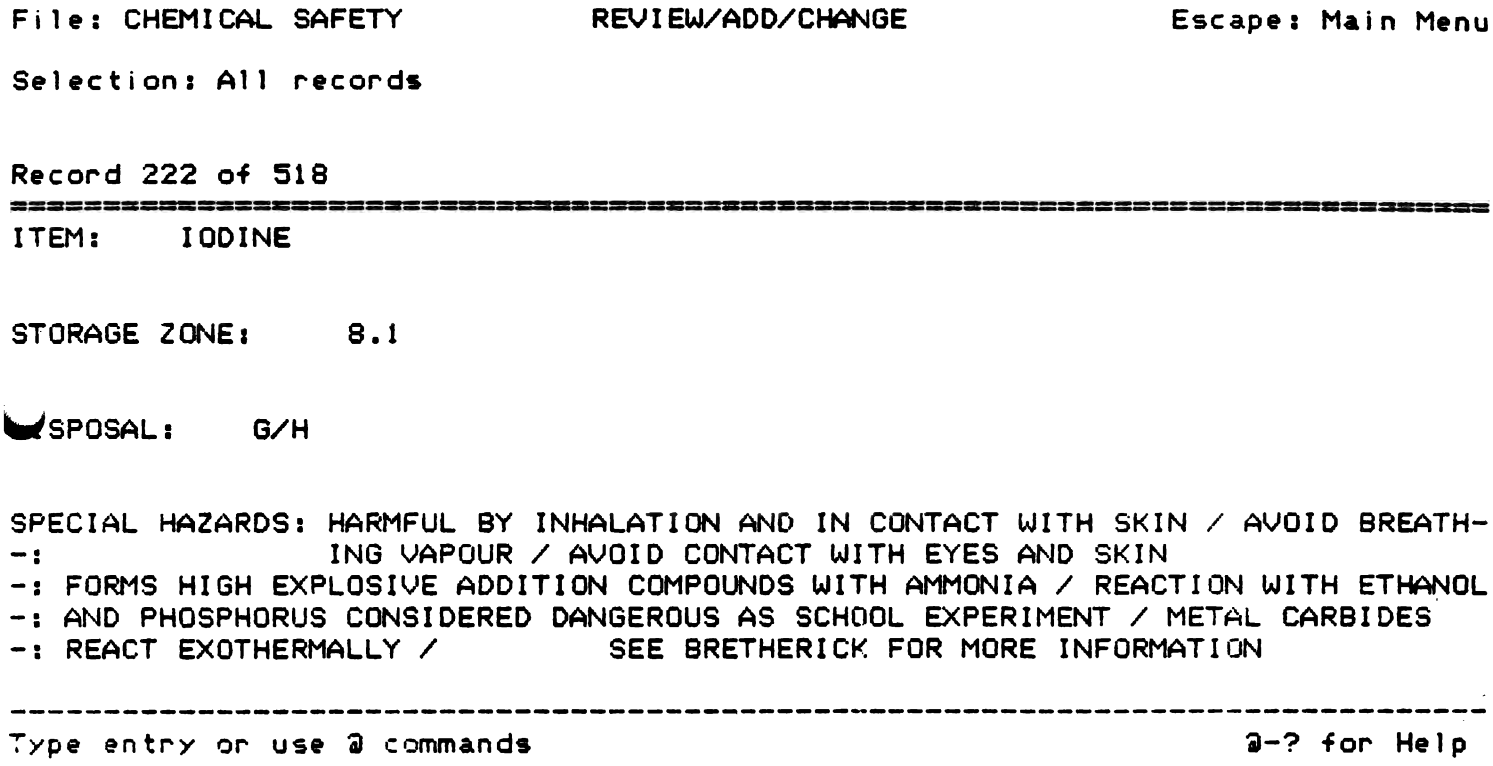
Apple-Z to Zoom out of single record layout

To return to the beginning of the file use :

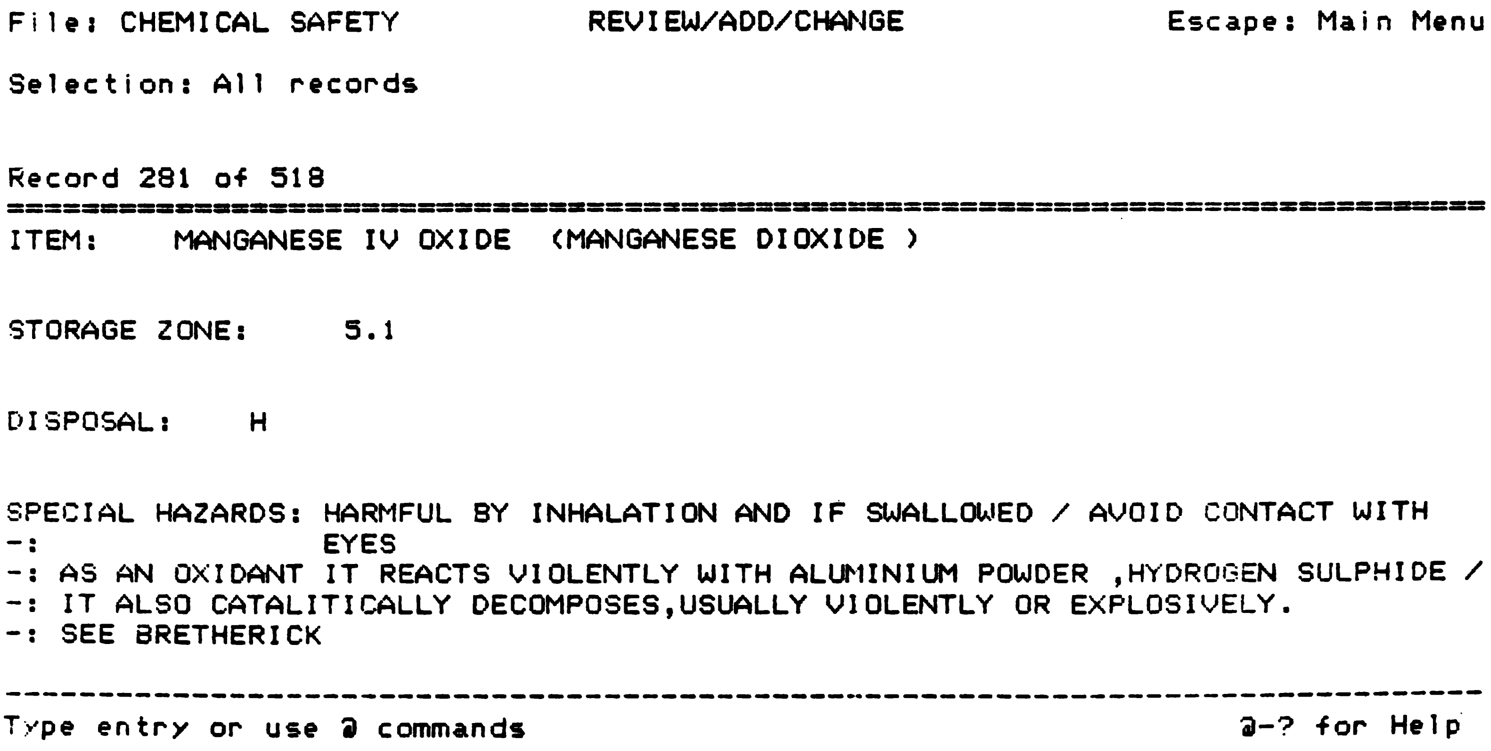
Apple-1

Following are examples of screen displays for multiple record layouts (of the the two data base reference files) along with selected examples of single record layouts as found within these files :

```
File: CHEMICAL SAFETY          REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

ITEM                                                            STORAGE ZONE
================================================================================
   ETHYL ACETATE (ETHYL ETHANOATE)                                  3.1
   ETHYL CHLORIDE (CHLOROETHANE)                                    2.
   ETHYLENE DIBROMIDE (1,2 DIBROMOETHANE)                           6.1
   ETHYLENE DICHLORIDE (1,2 DICHLOROETHANE)                         3.1
   ETHYL IODIDE (IODOETHANE)                                        6.1
   EUPARAL                                                          3.3
   FERRIC ALUM                                                      0.
   FERRIC AMMONIUM CITRATE                                          0.
   FORMALDEHYDE (METHANAL)                                          3.2
   FORMALIN COMMERCIAL 40% (METHANAL)                               3.2
   FORMIC ACID 90% (METHANOIC ACID)                                 8.1
   FROTHER (m 200 )                                                 0.
   FLUORENE                                                         0.
   FLUORESCEIN (INDICATOR)                                          0.
   FRUCTOSE                                                         0.
--------------------------------------------------------------------------------
Type entry or use @ commands                                   @-? for Help
```



```
File: CHEMICAL SAFETY          REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records


Record 222 of 518
=======================================================================
ITEM:    IODINE


STORAGE ZONE:     8.1


[illegible]SPOSAL:    G/H


SPECIAL HAZARDS: HARMFUL BY INHALATION AND IN CONTACT WITH SKIN / AVOID BREATH-
-:               ING VAPOUR / AVOID CONTACT WITH EYES AND SKIN
-: FORMS HIGH EXPLOSIVE ADDITION COMPOUNDS WITH AMMONIA / REACTION WITH ETHANOL
-: AND PHOSPHORUS CONSIDERED DANGEROUS AS SCHOOL EXPERIMENT / METAL CARBIDES
-: REACT EXOTHERMALLY /        SEE BRETHERICK FOR MORE INFORMATION

-----------------------------------------------------------------------
Type entry or use @ commands                                @-? for Help
```



```
File: CHEMICAL SAFETY          REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records


Record 281 of 518
=======================================================================
ITEM:    MANGANESE IV OXIDE  (MANGANESE DIOXIDE )


STORAGE ZONE:     5.1


DISPOSAL:    H


SPECIAL HAZARDS: HARMFUL BY INHALATION AND IF SWALLOWED / AVOID CONTACT WITH
-:               EYES
-: AS AN OXIDANT IT REACTS VIOLENTLY WITH ALUMINIUM POWDER ,HYDROGEN SULPHIDE /
-: IT ALSO CATALITICALLY DECOMPOSES,USUALLY VIOLENTLY OR EXPLOSIVELY.
-: SEE BRETHERICK

-----------------------------------------------------------------------
Type entry or use @ commands                                @-? for Help
```

```
File: GENERAL INFO             REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records


ITEM                                                               STORAGE ZONE
===============================================================================
   iso BUTYRIC ACID (2,METHYL PROPANOIC ACID)                          3.2
   CALCIUM (TURNINGS)  granules                                        4.3
   CALCIUM CARBIDE                                                     4.3
   CALCIUM CARBONATE (FOR CHROMAT.)                                    8.
   CALCIUM CARBONATE  MARBLE CHIPS                                     8.
   CALCIUM CARBONATE (POWDERED)                                        8.
   CALCIUM CHLORIDE 2 HYD.                                             8.
   CALCIUM CHLORIDE (FUSED DESSICATOR FLAKES)                          8.
   CALCIUM DI HYDROGEN ORTHOPHOSPHATE                                  8.
   CALCIUM FLUORIDE                                                    6.1
   CALCIUM HYDROXIDE                                                   8.
   CALCIUM HYPOCHLORITE (BLEACHING POWDER)                             5.1
   CALCIUM NITRATE 4 HYD.                                              5.1
   CALCIUM OXIDE (LUMPS)                                               8.
   CALCIUM ORTHOPHOSPHATE                                              8.
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

```
File: GENERAL INFO             REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records


Record 197 of 533
===============================================================================
ITEM:    FORMIC ACID 98% (METHANOIC ACID)


STORAGE ZONE:      8.1                          BDH No: 028429


TOT.QUAN.11/85: -


HAZARDS (UN GROUP):        II                   POISONS SCHEDULE:        S5


HAZCHEM CODES: -


-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

FINDING SPECIFIC RECORDS (reference files only)

Normally when adding a file to the desktop you will be presented with a multiple record layout display where the records start from the first entry of the file.However ,if you wish to select a specific record of the 500 odd listed you can do so as follows :

(let's look at the GENERAL INFO. file first)

Use Apple-F

Your display will be similar to that shown below :

```
File: GENERAL INFO              FIND RECORDS         Escape: Review/Add/Change

Find all records that contain

================================================================================









--------------------------------------------------------------------------------
Type comparison information:                                          19K Avail.
```

Suppose you wanted more general information about

"ETHYLENE DIBROMIDE"

The AppleWorks prompt requests comparison information so we enter ETHYLENE DIBROMIDE and press return.

THE COMPARISON INFORMATION MUST BE ENTERED EXACTLY AS LISTED IN THE SECTION AT THE REAR OF THIS MANUAL

Your screen display should now appear as shown below :

```
File: GENERAL INFO                  FIND RECORDS         Escape: Review/Add/Change

Find all records that contain ETHYLENE DIBROMIDE
Press @-F to change Find.

ITEM                                                                  STORAGE ZONE
==================================================================================
   ETHYLENE DIBROMIDE (1,2 DIBROMOETHANE)                                  6.1









----------------------------------------------------------------------------------
Type entry or use @ commands                                         @-? for Help
```

By using Apple-Z we will be able to view more information in single record layout.

```
File: GENERAL INFO                  FIND RECORDS         Escape: Review/Add/Change

 d all records that contain ETHYLENE DIBROMIDE
 ss @-F to change Find.

ecord 189 of 533
==================================================================================
TEM:     ETHYLENE DIBROMIDE (1,2 DIBROMOETHANE)


TORAGE ZONE:     6.1                           BDH No: 028052


OT.QUAN.11/85: -


AZARDS (UN GROUP):       II                    POISONS SCHEDULE:        S72


AZCHEM CODES: -

----------------------------------------------------------------------------------
ype entry or use @ commands                                          @-? for Help
```

On the basis of the information displayed ,you must look for further information concerning the hazards associated with this particular chemical item.

This can be done as follows :

REMEMBER TO WATCH FOR THE APPLEWORKS PROMPTS

Use the "esc" key to return to the MAIN MENU.

Select : Remove files from the Desktop. return

Select : GENERAL INFO. return

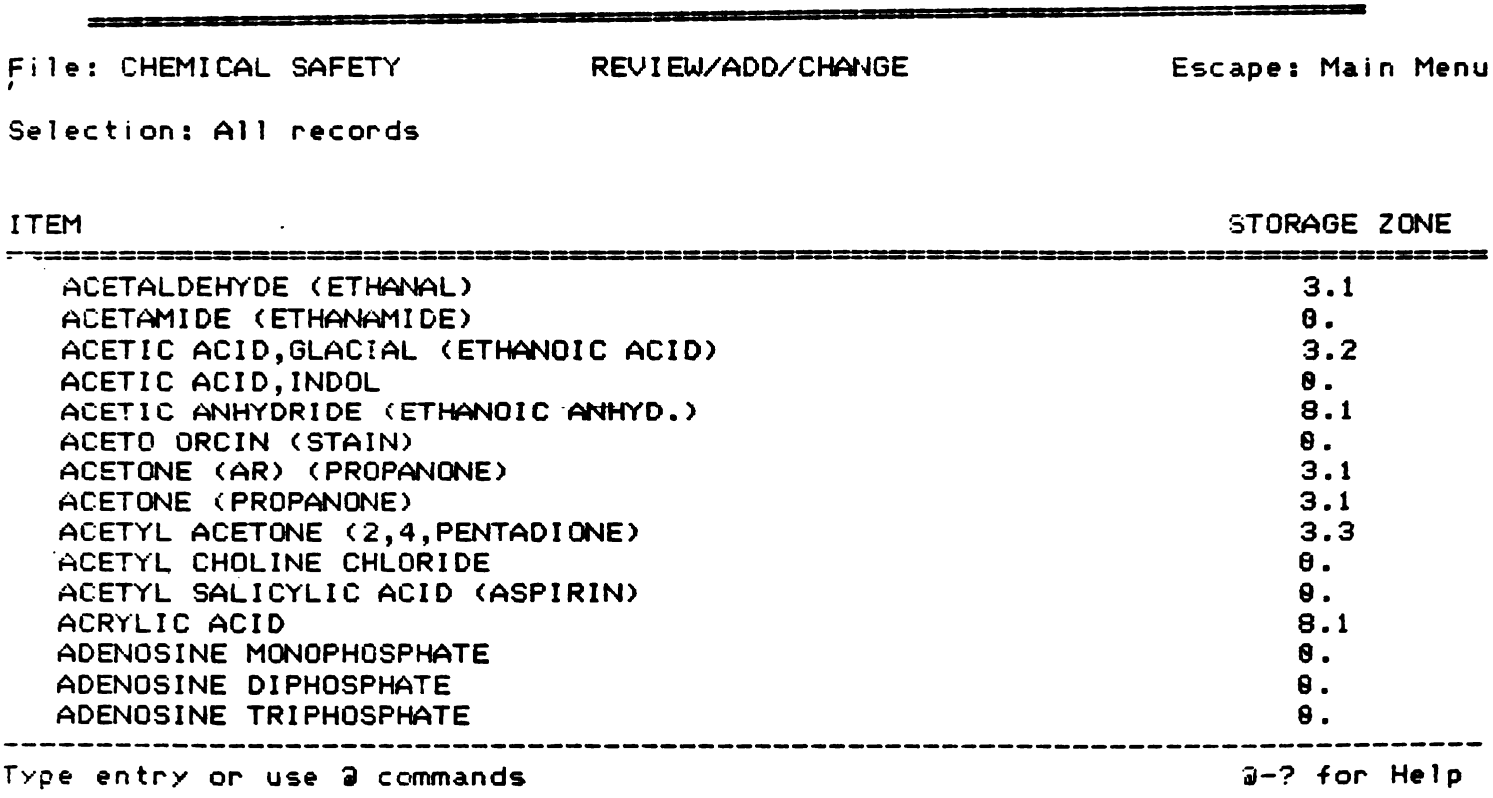
Your display should now return to the MAIN MENU but if any changes were made to the file you are attempting to remove (even accidental ones) refer to the previous chapter -"Remove files from the Desktop".

From the MAIN MENU

Select : Add files to the Desktop. return

Select : CHEM.SAFETY return

The screen display should now appear as shown below :

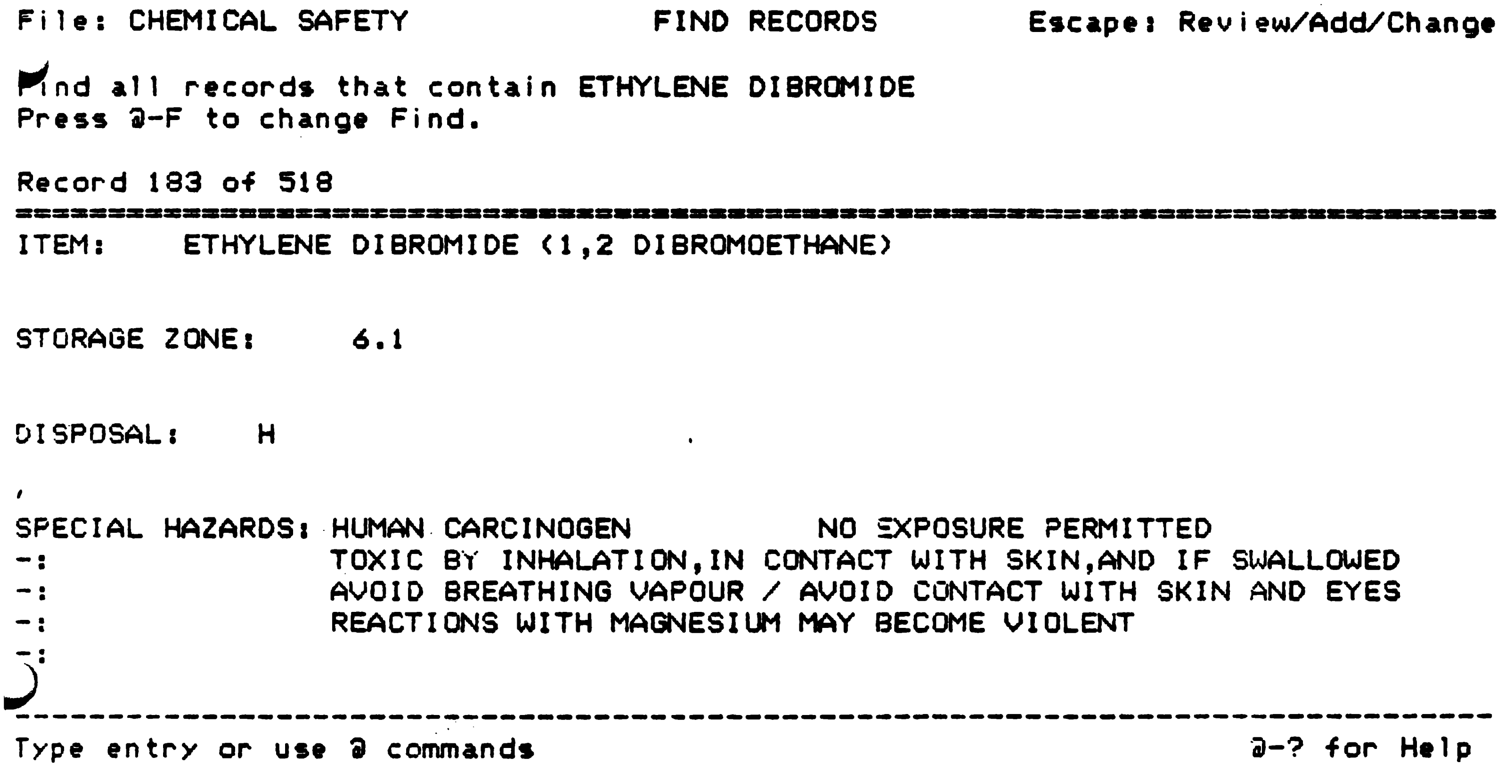


```
File: CHEMICAL SAFETY          REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records


ITEM                                                           STORAGE ZONE
===============================================================================
   ACETALDEHYDE (ETHANAL)                                          3.1
   ACETAMIDE (ETHANAMIDE)                                          0.
   ACETIC ACID,GLACIAL (ETHANOIC ACID)                             3.2
   ACETIC ACID,INDOL                                               0.
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)                              8.1
   ACETO ORCIN (STAIN)                                             0.
   ACETONE (AR) (PROPANONE)                                        3.1
   ACETONE (PROPANONE)                                             3.1
   ACETYL ACETONE (2,4,PENTADIONE)                                 3.3
   ACETYL CHOLINE CHLORIDE                                         0.
   ACETYL SALICYLIC ACID (ASPIRIN)                                 0.
   ACRYLIC ACID                                                    8.1
   ADENOSINE MONOPHOSPHATE                                         0.
   ADENOSINE DIPHOSPHATE                                           0.
   ADENOSINE TRIPHOSPHATE                                          0.
-------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

To veiw further information you will again need to use the

Apple-F function and enter the comparative information.

Your display should now show a multiple record layout listing for ETHYLENE DIBROMIDE but to view the "special hazards" information you will need to use the Apple-Z function and the resultant screen display should be as appears below :



```
File: CHEMICAL SAFETY              FIND RECORDS         Escape: Review/Add/Change

Find all records that contain ETHYLENE DIBROMIDE
Press @-F to change Find.

Record 183 of 518
=================================================================================
ITEM:    ETHYLENE DIBROMIDE (1,2 DIBROMOETHANE)


STORAGE ZONE:     6.1


DISPOSAL:    H


SPECIAL HAZARDS: HUMAN CARCINOGEN          NO EXPOSURE PERMITTED
-:               TOXIC BY INHALATION,IN CONTACT WITH SKIN,AND IF SWALLOWED
-:               AVOID BREATHING VAPOUR / AVOID CONTACT WITH SKIN AND EYES
-:               REACTIONS WITH MAGNESIUM MAY BECOME VIOLENT
-:
---------------------------------------------------------------------------------
Type entry or use @ commands                                          @-? for Help
```

A useful feature of Apple-F when using the CHEM.SAFETY file is where you can enter a more specific word (or phrase) as the comparative information.

Examples of this can be seen as follows :

Use Apple-F and enter the comparison information

CARCINOGEN

The multiple record layout will display several records as is shown on the following page :

```
File: CHEMICAL SAFETY           FIND RECORDS        Escape: Review/Add/Change

Find all records that contain CARCINOGEN
Press @-F to change Find.

ITEM                                                              STORAGE ZONE
==============================================================================
   AMMONIUM DICHROMATE                                                5.1
   ASBESTOS FIBRE                                                     6.1
   BENZENE                                                            3.1
   CHLOROFORM (TRICHLOROMETHANE)                                      6.1
   CHROMIUM (POWDERED)                                                0.
   ETHYLENE DIBROMIDE (1,2 DIBROMOETHANE)                             6.1
   FORMALDEHYDE (METHANAL)                                            3.2
   METHYL IODIDE (IODOMETHANE)                                        6.1







------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

As can be seen from the above ,several records will be listed when using Apple-F to search for CARCINOGEN.
Carcinogen is a word (data entry) entered under the SPECIAL HAZARDS category of the CHEM.SAFETY file.
It is strongly recommended that you look at all those listed when using Apple-F and entering the comparison information "CARCINOGEN".

Another useful Apple-F feature is found when we enter the comparison information BROMINE .
An example of the resultant multiple record layout is as appears below :

```
File: CHEMICAL SAFETY           FIND RECORDS        Escape: Review/Add/Change

Find all records that contain BROMINE
Press @-F to change Find.

ITEM                                                              STORAGE ZONE
==============================================================================
   BROMINE                                                            8.1
   MERCURY                                                            6.0
   METHANOL                                                           3.1
   SULPHUR DIOXIDE (CYLINDER)                                         2.3
```

Several records have been extracted since the "special hazards" category within this file refers to BROMINE as follows :

MERCURY reacts violently with dry BROMINE.

METHANOL reacts violently with dry BROMINE.

SULPHUR DIOXIDE reacts violently with BROMINE pentafluoride.

It's obvious to see the value of Apple-F in conjunction with the CHEM.SAFETY file where safety is concered.

USING APPLEWORKS SELECTION RULES WITH THE GENERAL INFO. FILE

The remainder of this chapter will be used to explore AppleWorks selection rules.

Normally ,whenever you add a file to the desktop ,the screen will display :- Selection : All records - directly below the filename.
This indicates that you currently have access to all of the 500 odd records contained within the file on the desktop.

Selection rules allow you to display only the records required to perform a specific task.

To access Selection Rules use Apple-R

You should then be presented with a display as seen on the following page :

```
File: GENERAL INFO              SELECT RECORDS        Escape: Review/Add/Change

Selection:


===============================================================================
 1.  ITEM
 2.  STORAGE ZONE
 3.  TOT.QUAN.11/85
 4.  BDH No
 5.  HAZARDS (UN GROUP)
 6.  POISONS SCHEDULE
 7.  HAZCHEM CODES






-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        20K Avail.
```

Suppose you wanted the selection rules to display a particular record :

Select : 1. ITEM return

You should now be presented with a list of options as shown below :

```
File: GENERAL INFO              SELECT RECORDS        Escape: Review/Add/Change

Selection: ITEM


===============================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        19K Avail.
```

Select : equals return

The AppleWorks prompt requests you type the commparison information.

We'll enter : HYDROFLUORIC ACID return

We will now be presented with a choice of : and
or
through
to enable us
to supply more specific information concerning our request.
In this instance we are only interested in obtaining a listing for HYDROFLUORIC ACID so we will press the "esc" key.
AppleWorks will now search for any record where the ITEM "equals" HYDROFLUORIC ACID and then display the record on the screen.

Below is an example of what can occur when entering selected information in this manner :

```
==============================================================================
File: GENERAL INFO                SELECT RECORDS        Escape: Review/Add/Change

Selection: ITEM equals HYRDOFLUORIC ACID


==============================================================================



                     No records match the selection.






------------------------------------------------------------------------------
Press Space Bar to continue                                          19K Avail.
==============================================================================
```

We know that HYDROFLUORIC ACID is a record contained within our files ,so why can't we select it?

HERE'S WHY

The selection rules search for any record within the "ITEM" category which is exactly equal to our comparison information. The item has been indented 3 spaces before the first character of our entry when these files were entered into the system. The selection rules are trying to find an entry which has not been indented and since there is no direct match ,the display appears as seen on the previous page ;so :

DON'T FORGET TO TYPE IN 3 SPACES PRIOR TO THE FIRST CHARACTER OF YOUR COMPARISON INFORMATION IF YOU CHOOSE "equals".

On entering the correct information we will now be presented with the following display :

```
File: GENERAL INFO              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: ITEM equals    HYDROFLUORIC ACID


ITEM                                                                STORAGE ZONE
================================================================================
   HYDROFLUORIC ACID                                                     8.1









--------------------------------------------------------------------------------
Type entry or use @ commands                                         @-? for Help
```

Alternatively ,to eliminate the need to enter spaces ,don't select "equals" - select 7. "contains" instead.This selection does not require any indent.

On performing the above action we will be presented with the same record (in multiple record layout) and we can now "zoom in" to see more information concerning our requested item record.

Our display will now be as shown below :

```
=======================================================================
File: GENERAL INFO           REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: ITEM contains HYDROFLUORIC ACID


Record 221 of 533
=======================================================================
ITEM:     HYDROFLUORIC ACID


STORAGE ZONE:      8.1                           BDH No: 028514


TOT.QUAN.11/85: -


HAZARDS (UN GROUP):        I                     POISONS SCHEDULE:        S6


HAZCHEM CODES: -


-----------------------------------------------------------------------
Type entry or use @ commands                                   @-? for Help
=======================================================================
```

For such a simple task you would be better to use Apple-F .

Another method of finding a specific record is to use the Apple-1 through Apple-9 proportional system and scan through the screen pages until you find the page containing the record you require.You then position the cursor in line with that record (by using the up or down arrow keys) and then use Apple-Z to "zoom" into a single record layout for your selection.

The following page lists the range of records found within these proportional steps.

CHOSEN OPTION	GENERAL INFO. file CHEM.ORDERING file CHEM.USAGE file	CHEM.SAFETY file only
Apple-1	ACETAMIDE	ACETAMIDE
Apple-2	BARIUM CARBONATE	DL ASPARTIC ACID
Apple-3	CASEIN	CEDARWOOD OIL
Apple-4	FROTHER (m200)	FLUORESCEIN
Apple-5	LEAD II IV OXIDE	LITHIUM CHLORIDE
Apple-6	ORCINOL	PARAFORMALDEHYDE
Apple-7	RENNIN	RESOCINOL
Apple-8	SODIUM SULPHIDE	SODIUM SULPHITE
Apple-9	XANTHYDROL 10% SOLUTION	XANTHYDROL 10% SOLUTION

The items listed for each proportional digit will be the first item listed of the fifteen presented on each screen page.

USING THE SELECTION RULES TO OBTAIN A SPECIFIC STORAGE ZONE LISTING

Using the selection rules to obtain a listing of storage zone 6.1 is a relatively simple task :
Use Apple-R to select rules.

Select : 2. STORAGE ZONE return

Select : 7. contains return

Enter 6.1 as the comparison information and press return followed by esc.

Your screen display should appear as that shown below :

```
File: GENERAL INFO              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: STORAGE ZONE contains 6.1


ITEM                                                                STORAGE ZONE
================================================================================
   ADRENALINE                                                           6.1
   AMMONIUM METAVANADATE                                                6.1
   AMMONIUM OXALATE 1 HYD.                                              6.1
   AMMONIUM THIOCYANATE                                                 6.1
   ANILINE                                                              6.1
   ANILINE SULPHATE                                                     6.1
   ANTIMONY (PIECES)                                                    6.1
   ANTIMONY (POWDER)                                                    6.1
   ARSENIC METALLIC LUMP                                                6.1
   ARSENIC III OXIDE                                                    6.1
   ASBESTOS FIBRE                                                       6.1
   BARIUM CARBONATE                                                     6.1
   BARIUM CHLORIDE 2 HYD.                                               6.1
   BARIUM DIPHENYL SULPHONATE                                           6.1
   BARIUM HYDROXIDE 8 HYD.                                              6.1
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

The above display print only shows the first screen page of entries which are contained in storage zone 6.1 .

This method of selecting items of only on estorage zone can be applied to all the storage zones except one - that of storage zone 3.

Although I have gone to the trouble of ~~sepating~~ separating storage zone 3 into 3.1 ,3.2 ,3.3 ,for the purpose of classifying flamability risk ,in practice thry will all be stored together.

If you enter "3" as your comparison information you will list all the above but unfortunately storage zone 4.3 will also be included.

One way around this problem is to extend your selection rules to prevent storage zone 4.3 items from being listed in your screen display.

Use Apple-R to select rules

Select : 2. STORAGE ZONE return

Select : 7. contains return

Enter 3 as your comparison information return

Select : 1. and return

Select : 2. STORAGE ZONE return

Select : 10. does not contain return

Enter 4.3 (or 4) as your comparison information return

Press esc.

Your screen display would then appear as shown below :

```
File: GENERAL INFO              REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: STORAGE ZONE contains 3
  and      STORAGE ZONE does not contain 4.3

ITEM                                                               STORAGE ZONE
===============================================================================
   ACETALDEHYDE (ETHANAL)                                              3.1
   ACETIC ACID,GLACIAL (ETHANOIC ACID)                                 3.2
   ACETONE (AR) (PROPANONE)                                            3.1
   ACETONE (PROPANONE)                                                 3.1
   ACETYL ACETONE (2,4,PENTADIONE)                                     3.3
   AMYL ACETATE (PENTYL ETHANOATE)                                     3.2
   AMYL ALCOHOL (PENTAN-1-OL)                                          3.2
   BENZENE                                                             3.1
   n BUTANOL (BUTAN-1-OL)                                              3.2
   iso BUTANOL (2 METHYL PROPAN-1-OL)                                  3.2
   sec BUTANOL (BUTAN-2-OL)                                            3.2
   tert BUTANOL (2 METHYL PROPAN-2-OL)                                 3.1
   n BUTYL BROMIDE (1 BROMO BUTANE)                                    3.1
   sec BUTYL BROMIDE (2 BROMO BUTANE)                                  3.1
   tert BUTYL BROMIDE (2 BROMO-2-METHYL PROPANE)                       3.2
-------------------------------------------------------------------------------
[illegible]
```

Again this is only the first screen page but it can be clearly seen that there are no storage zone 4.3 items listed.

A more subtle method of listing storage zone 3 items only is based on the following :

The position of the decimal point can be used to our advantage since it appears to the right of the 3 in storage zone 3 entries and to the left of the 3 in storage zone 4.3 entries.
It can clearly be seen that if you enter 3. instead of just 3 as your comparison information you can escape the need to use that extra selection step to prevent storage zone 4.3 items from being listed.

ITEM and STORAGE ZONE categories are presented in all four data base files and the selection rules can be applied to all data base files.

Selection rules can be applied to any category found within the two data base files.

ESCAPING SELECTION RULES

In order to escape from or change the ~~saelection~~ selection rules you will need to carry out the following steps :

Use Apple-R

You will be prompted as to whether you really want to escape selection rules by :- Select all records? No/Yes

Select "Yes" by breifly depressing the right arrow once to highlight "Yes" followed by return.

You should now have returned to a screen display of all records.

REQUIRED INFORMATION FOR STOCK RECORDS

At the rear of this reference manual you will find a complete list of all the chemical items contained within the files of the disk.
This list has been arranged to allow you to photocopy it and enter your own stocks in the following categories :

LOCATION Enter a code for the storage room and cupboard. If you have the same chemical stored in more than one location ,enter the principle location here and the other location can be entered beside the year/quantity value assigned under the next category.

YEAR/QUANTITY Your chemical containers should have been dated on arrival from stores branch.If no date has been marked on the container ,try to assess it and mark the container "pre n" where "n" is the year dates were first marked on your chemical containers.
The quantity contained in an opened container can often only be visually assessed however this should suffice and will entually correct itself.
It would also be desirable to affix warning labels and a label for location (or storage zone) to each container while doing the stocktake.

Using the above system affords the following benefits :

(a) ensures that the container is returned to its' correct storage location
(b) ensures the oldest stock is used first
(c) assists in disposing of old stock when required to do so.

REQ. If you notice that your stocks are falling below what you consider to be a satifactory level place an asterisk here.
The minimum stock should be the quantity required by your school to operate for approximately 18 months.

Note 1. Some storage zone listing may be different from that found in previous publications.Those presented in these files are correct
Note 2. It you have a chemical item and cannot find a listing ,check the alternate name listing at the rear of this publication.
Note 3. If after checking the alternative name listing you still have not found the chemical item ,refer to "insert new records" heading in the next chapter.

Chapter 4

ENTERING YOUR OWN STOCK RECORDS TO THE SYSTEM

Before entering your own stock records you will need to :

Remove all files from the desktop.

Load Sibe B of the CHEM.SAFE.STOCK disk into your computer.

If successful your screen display should be as follows :

```
=====================================================================
sk: Drive 1                   APPLEWORKS FILES            Escape: Add Files
--------------------------------------------------------------------------
 |    Main Menu          |______________________________
 |                                                     |
 |  |    Add Files          |__________________________|__
 |  |                                                     |
 |  |  |    AppleWorks files     |________________________|__
 |  |  |    Disk volume /CHEM.SAFE.STOCK has 72K available    |
 |  |  |       Name          Type of file   Size    Date    Time |
 |  |  |    ==================================================  |
 |  |  |    CHEM.ORDERING.    Data Base      38K   2/26/86       |
 |  |  |    CHEM.USAGE.       Data Base      34K   2/24/86       |
 |  |  |                                                        |
 |  |  |                                                        |
 |  |  |                                                        |
 |  |  |                                                        |
 |  |  |                                                        |
 |__|  |                                                        |
    |  |                                                        |
    |__|                                                        |
       |________________________________________________________|
--------------------------------------------------------------------------
Use Right Arrow to choose files, Left Arrow to undo          54K Avail.
=====================================================================
```

To add the CHEM.USAGE file to the desktop briefly depress the down arrow key to highlight the selected file and press return.

REMEMBER TO WATCH THE BOTTOM OF THE SCREEN FOR APPLEWORKS PROMPTS

Your screen display should now be as seen on the following page.

```
File: CHEM.USAGE.             REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


ITEM                                                  LOCATION  USAGE CURRENT
==============================================================================
   ACETALDEHYDE (ETHANAL)
   ACETAMIDE (ETHANAMIDE)
   ACETIC ACID,GLACIAL (ETHANOIC ACID)
   ACETIC ACID,INDOL
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)
   ACETO ORCIN (STAIN)
   ACETONE (AR) (PROPANONE)
   ACETONE (PROPANONE)
   ACETYL ACETONE (2,4,PENTADIONE)
   ACETYL CHOLINE CHLORIDE
   ACETYL SALICYLIC ACID (ASPIRIN)
   ACRYLIC ACID
   ADENOSINE MONOPHOSPHATE
   ADENOSINE DIPHOSPHATE
   ADENOSINE TRIPHOSPHATE
------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Remember ,the above screen display is only the first screen page and is in multiple record layout.
Zoom into single record layout by using Apple-Z .

Your screen display should be as shown below :

```
File: CHEM.USAGE.             REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


Record 1 of 533
==============================================================================
ITEM:    ACETALDEHYDE (ETHANAL)

LOCATION:

USAGE CURRENT YEAR:

YEAR /QUANTITY:

TOTAL QUANTITY 11/85:
MIN.STOCK.:
REQ.:

WARNING LABEL(S): FLAMMABLE/IRRITANT

STORAGE ZONE:     3.1                                  DISPOSAL:    H
------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Look at the single record layout on the previous page.

The categories where you will be required to enter your records are as follows :

LOCATION

USAGE CURRENT YEAR

YEAR/QUANTITY

TOTAL QUANTITY 11/85

MIN.STOCK

& REQ.

Before attempting to enter your own stock records ,change the month and year in the TOTAL QUANTITY category.
This can be done as follows :

Use Apple-N

Your screen display should now be as shown below :

```
=========================================================================
le: CHEM.USAGE.              CHANGE NAME/CATEGORY     Escape: Review/Add/Change


tegory names
=============================================================================
EM                                             |
ATION                                          | Options:
GE CURRENT YEAR                                |
AR /QUANTITY                                   | Change filename
TAL QUANTITY 11/85                             | Return     Go to first category
ORAGE ZONE                                     |
RNING LABEL(S)                                 |
SPOSAL                                         |
N.STOCK.                                       |
Q.                                             |
                                               |
                                               |
                                               |
                                               |
                                               |
-----------------------------------------------------------------------------
pe filename:  CHEM.USAGE.                                          19K Avail.
=========================================================================
```

Press the return key and then use the down arrow key to position the cursor over the T in the category TOTAL QUANTITY 11/85 and then use the right arrow key to position the cursor over the first 1 in 11/85.

With the cursor in overstrike mode ,enter the new month and year e.g. 7/86 and press the return key to accept the change.

Now press the esc key to return to your previous screen display.

Now press the esc key again to the MAIN MENU and select :

3. Save Desktop files to Disk. return

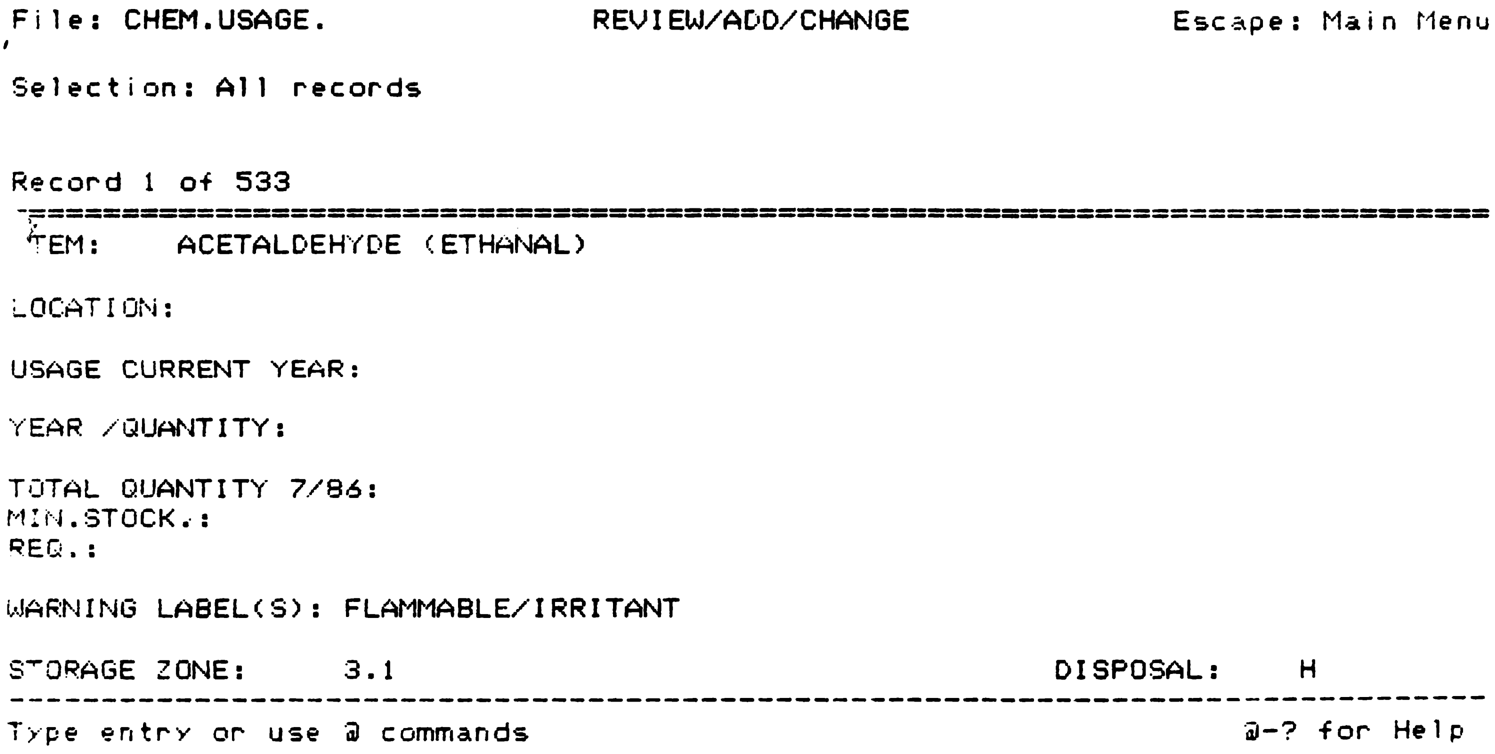
If you now wish to continue entering your stock records

Select : 2. Work with one of the files on the Desktop return

You should now have the CHEM.USAGE file back on your screen display.

You will only need to use Apple-N to change the stock take date once a year preferably at the time you're working out your stores branch order on S.E.A.R.C.H.E.S. allocation.

A typical screen display on changing the date to 7/86 is as shown :



```
File: CHEM.USAGE.            REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records


Record 1 of 533
==============================================================================
ITEM:     ACETALDEHYDE (ETHANAL)

LOCATION:

USAGE CURRENT YEAR:

YEAR /QUANTITY:

TOTAL QUANTITY 7/86:
MIN.STOCK.:
REQ.:

WARNING LABEL(S): FLAMMABLE/IRRITANT

STORAGE ZONE:     3.1                                  DISPOSAL:    H
------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

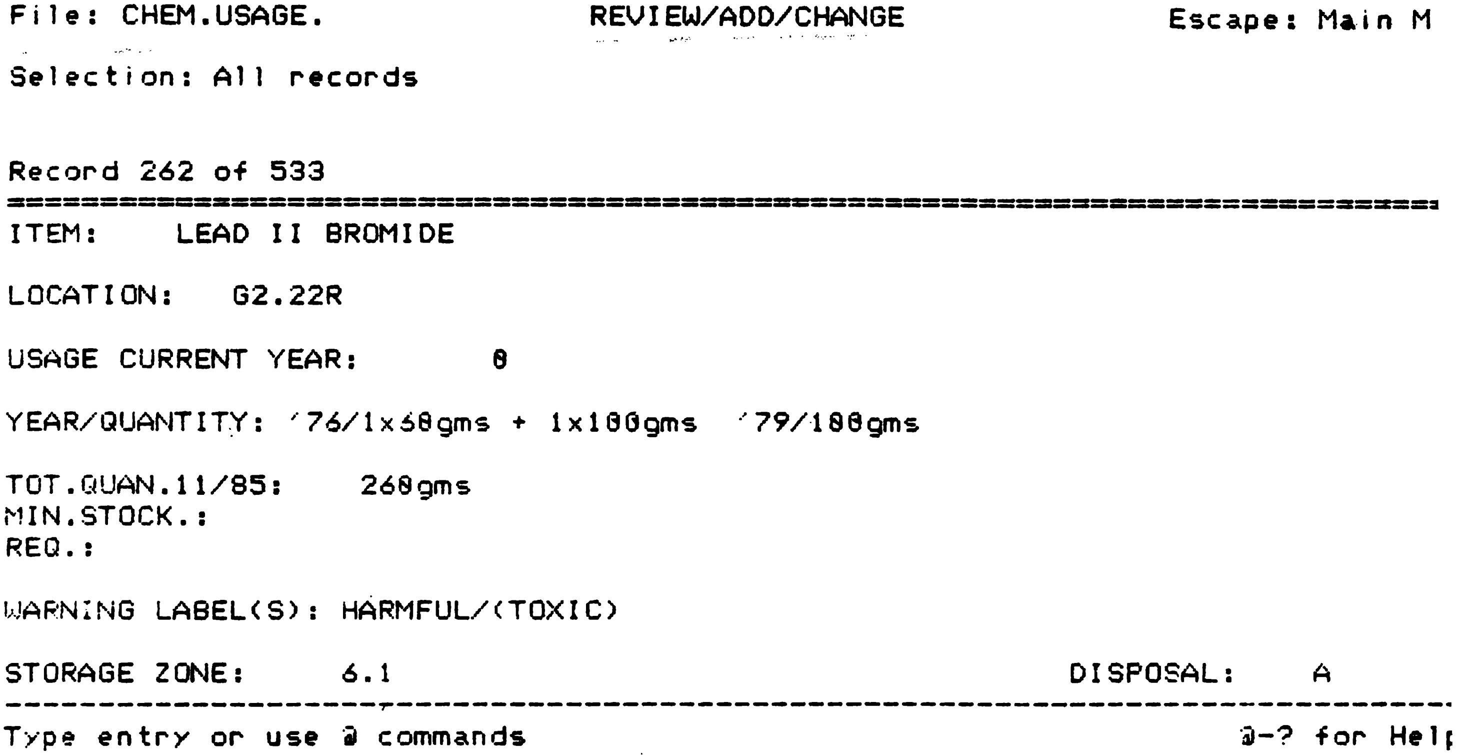
The following pages show some selected screen displays of the CHEM.USAGE file in use at Fairhills High School.

```
File: CHEM.USAGE.              REVIEW/ADD/CHANGE              Escape: Main Men

Selection: All records


ITEM                                                  LOCATION   USAGE CURRENT
==============================================================================
   ACETALDEHYDE (ETHANAL)                               FLC             50mls
   ACETAMIDE (ETHANAMIDE)                                -              0
   ACETIC ACID,GLACIAL (ETHANOIC ACID)                  FLC             10mls
   ACETIC ACID,INDOL                                    SGDC            0
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)                   G2.23           0
   ACETO ORCIN (STAIN)                                   -              0
   ACETONE (AR) (PROPANONE)                             FLC             50mls
   ACETONE (PROPANONE)                                  FLC             0
   ACETYL ACETONE (2,4,PENTADIONE)                      FLC             0
   ACETYL CHOLINE CHLORIDE                               -              0
   ACETYL SALICYLIC ACID (ASPIRIN)                      SGDC            0
   ACRYLIC ACID                                          -              0
   ADENOSINE MONOPHOSPHATE                               -              0
   ADENOSINE DIPHOSPHATE                                 -              0
   ADENOSINE TRIPHOSPHATE                                -              0
------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

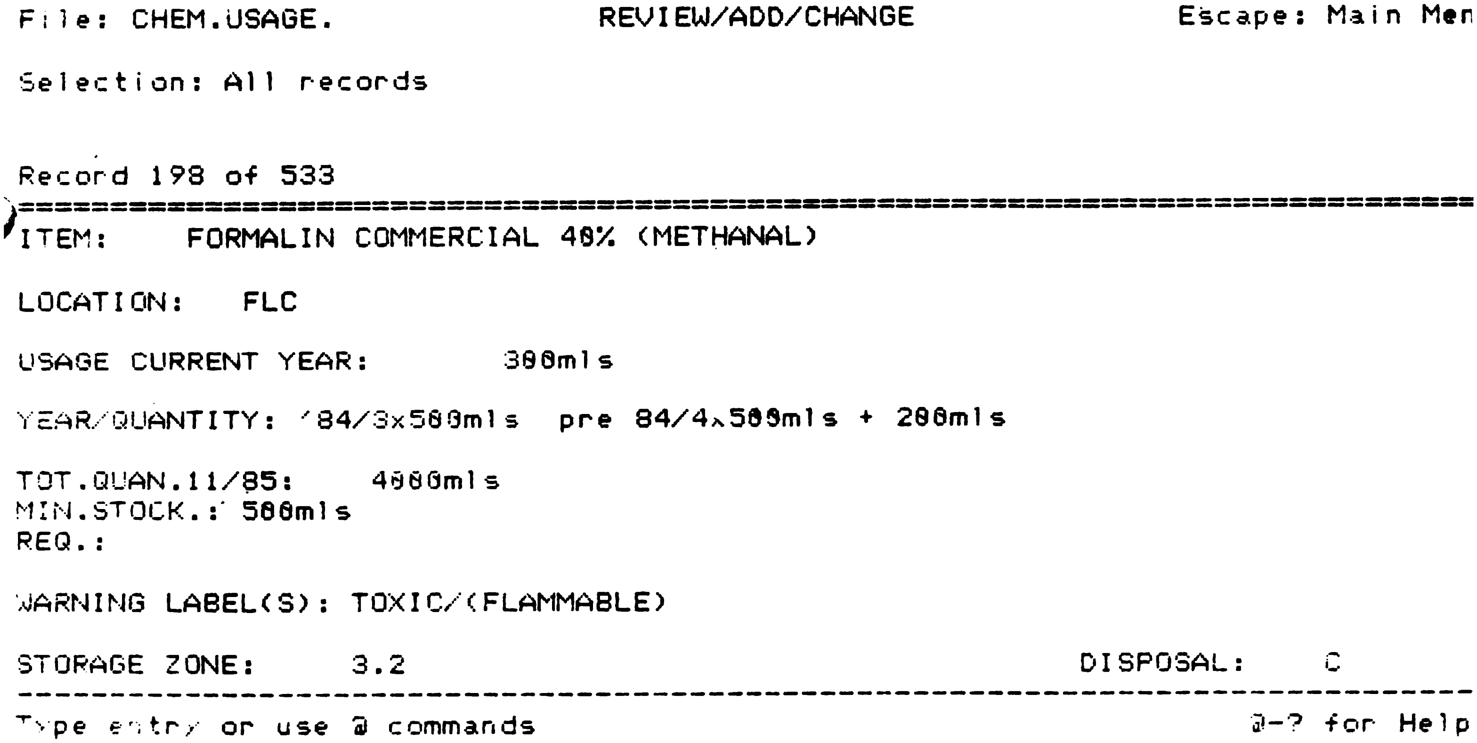
```
File: CHEM.USAGE.              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


Record 1 of 533
==============================================================================
ITEM:    ACETALDEHYDE (ETHANAL)

LOCATION:   FLC

USAGE CURRENT YEAR:        50mls

YEAR/QUANTITY: pre 84/400 mls

TOT.QUAN.11/85:    450mls
MIN.STOCK.: 100mls
REQ.:

WARNING LABEL(S): FLAMMABLE/IRRITANT

STORAGE ZONE:     3.1                                    DISPOSAL:    H
------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

```
File: CHEM.USAGE.                 REVIEW/ADD/CHANGE              Escape: Main Men

Selection: All records


ITEM                                                     LOCATION    USAGE CURRENT
==================================================================================
   MANGANESE IV OXIDE  (MANGANESE DIOXIDE )                G2.22L          0
   MANGANESE II SULPHATE 1 HYD.                            SGDC            0
   MANNITOL                                                SGDC            0
   MERCURY                                                 FUME C          0
   MERCURY I NITRATE 2 HYD.                                G2.22R          0
   MERCURY II CHLORIDE                                     G2.22R          0
   MERCURY II NITRATE 1 HYD.                               G2.22R          0
   MERCURY II OXIDE                                          -             0
   METHANOL                                                FLC             0
   L METHIONINE                                            SGDC            0
   METHYL ACETATE (METHYL ETHANATE)                        FLC             0
   METHYLATED SPIRITS                                      FLC             1500mls
   METHYL CELLULOSE                                        SGDC            0
   METHYLENE BLUE (STAIN)                                  SGDC            0
   METHYLENE BLUE (VITAL STAIN )                           SGDC            0
----------------------------------------------------------------------------------
Type entry or use @ commands                                          @-? for Help
     =====================================================================

     =====================================================================
```

```
File: CHEM.USAGE.                 REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


Record 297 of 533
==================================================================================
ITEM:    MERCURY

LOCATION:   FUME C

USAGE CURRENT YEAR:       0

YEAR/QUANTITY: pre 84/800gms

TOT.QUAN.11/85:    800gms
MIN.STOCK.:
REQ.:

WARNING LABEL(S): TOXIC/(CORROSIVE)

STORAGE ZONE:     8.0                                     DISPOSAL:    G/H
----------------------------------------------------------------------------------
Type entry or use @ commands                                          @-? for Help
```



```
File: CHEM.USAGE.                    REVIEW/ADD/CHANGE                  Escape: Main M

Selection: All records


Record 262 of 533
=============================================================================
ITEM:     LEAD II BROMIDE

LOCATION:    G2.22R

USAGE CURRENT YEAR:         0

YEAR/QUANTITY: '76/1x60gms + 1x100gms  '79/100gms

TOT.QUAN.11/85:     260gms
MIN.STOCK.:
REQ.:

WARNING LABEL(S): HARMFUL/(TOXIC)

STORAGE ZONE:      6.1                                    DISPOSAL:     A
-----------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Hel
```



```
File: CHEM.USAGE.                    REVIEW/ADD/CHANGE                  Escape: Main Men

Selection: All records


Record 198 of 533
=============================================================================
ITEM:     FORMALIN COMMERCIAL 40% (METHANAL)

LOCATION:    FLC

USAGE CURRENT YEAR:         300mls

YEAR/QUANTITY: '84/3x500mls  pre 84/4x500mls + 200mls

TOT.QUAN.11/85:     4000mls
MIN.STOCK.:' 500mls
REQ.:

WARNING LABEL(S): TOXIC/(FLAMMABLE)

STORAGE ZONE:      3.2                                    DISPOSAL:     C
-----------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

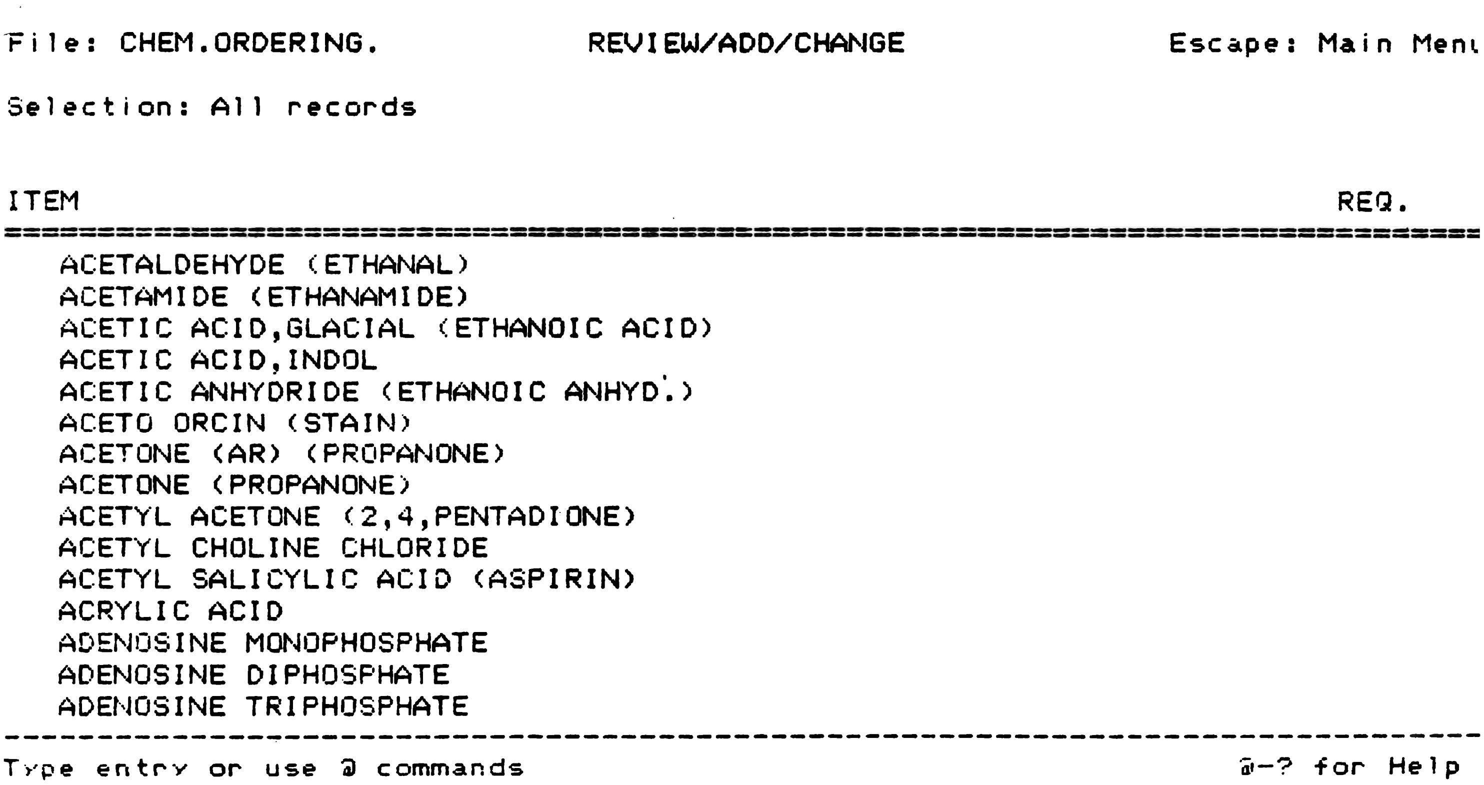
The examples shown may give you an indication as to how toset out your own records.

The value assigned to minimum stock is best assigned by you as this will vary from item to item ,from year to year ,and from school to school.

Before starting to enter your own records lets take a look at the last of the files :CHEM.ORDERING.

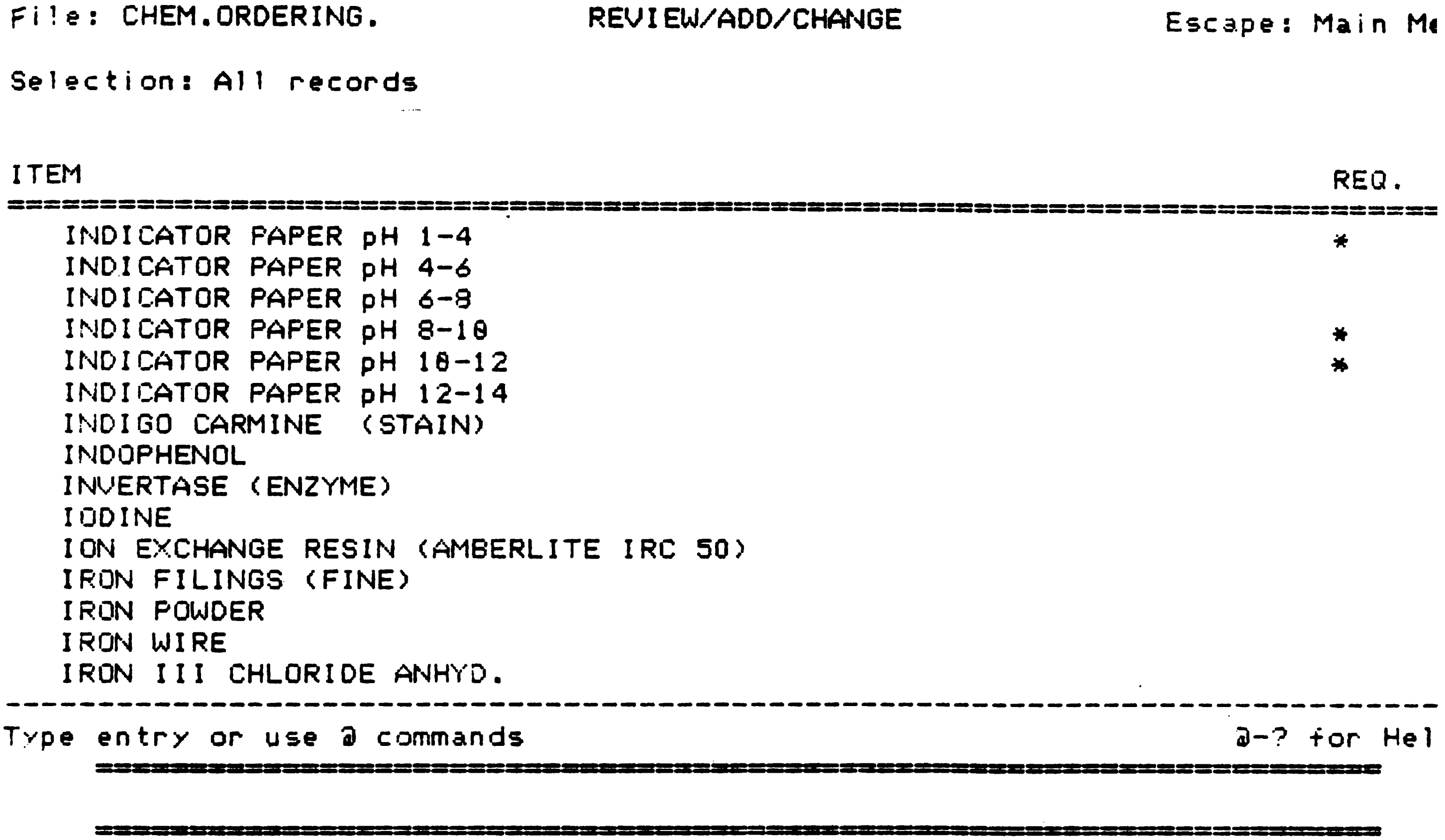
Remove the CHEM.USAGE file from the desktop and add the CHEM.ORDERING file to the desktop.

Your screen display should now appear as shown below :

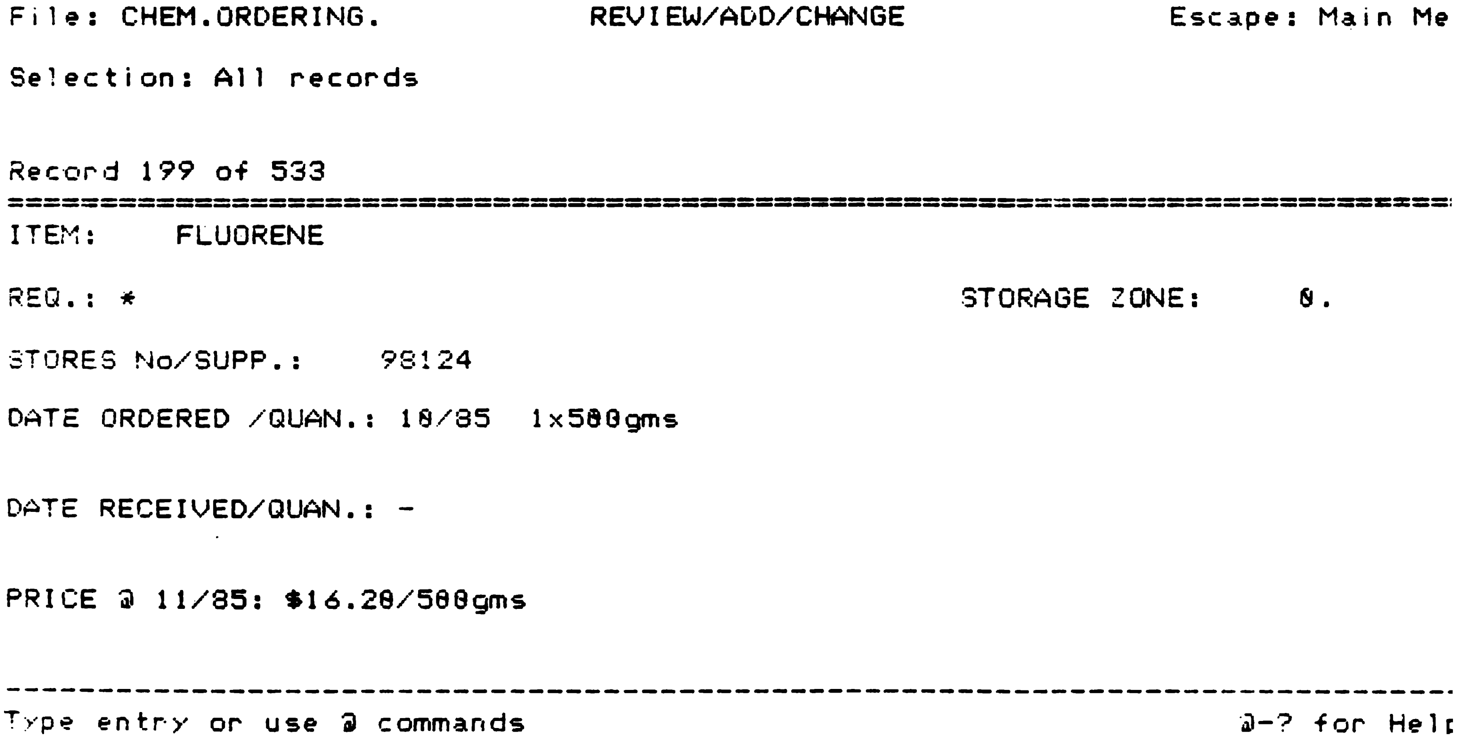


```
File: CHEM.ORDERING.            REVIEW/ADD/CHANGE              Escape: Main Men

Selection: All records


ITEM                                                                    REQ.
============================================================================
   ACETALDEHYDE (ETHANAL)
   ACETAMIDE (ETHANAMIDE)
   ACETIC ACID,GLACIAL (ETHANOIC ACID)
   ACETIC ACID,INDOL
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)
   ACETO ORCIN (STAIN)
   ACETONE (AR) (PROPANONE)
   ACETONE (PROPANONE)
   ACETYL ACETONE (2,4,PENTADIONE)
   ACETYL CHOLINE CHLORIDE
   ACETYL SALICYLIC ACID (ASPIRIN)
   ACRYLIC ACID
   ADENOSINE MONOPHOSPHATE
   ADENOSINE DIPHOSPHATE
   ADENOSINE TRIPHOSPHATE
----------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

The following pages show some selected screen displays of the CHEM.ORDERING. file in use at Fairhills High School.



```
File: CHEM.ORDERING.          REVIEW/ADD/CHANGE          Escape: Main M

Selection: All records


ITEM                                                            REQ.
=======================================================================
   INDICATOR PAPER pH 1-4                                        *
   INDICATOR PAPER pH 4-6
   INDICATOR PAPER pH 6-8
   INDICATOR PAPER pH 8-10                                       *
   INDICATOR PAPER pH 10-12                                      *
   INDICATOR PAPER pH 12-14
   INDIGO CARMINE  (STAIN)
   INDOPHENOL
   INVERTASE (ENZYME)
   IODINE
   ION EXCHANGE RESIN (AMBERLITE IRC 50)
   IRON FILINGS (FINE)
   IRON POWDER
   IRON WIRE
   IRON III CHLORIDE ANHYD.
-----------------------------------------------------------------------
Type entry or use @ commands                                 @-? for Hel
    ================================================================

    ================================================================
```



```
File: CHEM.ORDERING.          REVIEW/ADD/CHANGE          Escape: Main Me

Selection: All records


Record 199 of 533
=======================================================================
ITEM:    FLUORENE

REQ.: *                                          STORAGE ZONE:     0.

STORES No/SUPP.:    98124

DATE ORDERED /QUAN.: 10/85  1x500gms


DATE RECEIVED/QUAN.: -


PRICE @ 11/85: $16.20/500gms


-----------------------------------------------------------------------
Type entry or use @ commands                                 @-? for Hel
```

```
File: CHEM.ORDERING.          REVIEW/ADD/CHANGE          Escape: Main Men

Selection: All records


Record 488 of 533
==========================================================================
ITEM:     SULPHURIC ACID  18 MOLAR

REQ.: *                                            STORAGE ZONE:     8.1

STORES No/SUPP.:     95036

DATE ORDERED /QUAN.: 10/85  3 wins


DATE RECEIVED/QUAN.: -


PRICE @ 11/85: $11.52/win


--------------------------------------------------------------------------
Type entry or use @ commands                                  @-? for Help
    ==================================================================

    ==================================================================


File: CHEM.ORDERING.          REVIEW/ADD/CHANGE          Escape: Main Men

Selection: All records


Record 16 of 533
==========================================================================
ITEM:     ADIPOYL CHLORIDE

REQ.:                                              STORAGE ZONE:     8.1

STORES No/SUPP.:     97608

DATE ORDERED /QUAN.: -


DATE RECEIVED/QUAN.: -


PRICE @ 11/85: $21.87/50mls


--------------------------------------------------------------------------
Type entry or use @ commands                                  @-? for Help
```

The only category here that you may wish to amend is the PRICE @ 11/85 category and this can be done as for the TOTAL QUANTITY 11/85 category in the CHEM.USAGE file.

Simply use Apple-N

However unless you intend updating all the prices ,any price change should be noted as a normal entry and the date entered beside it.

At the time of preparing this reference manual the items ordered through stores branch in October 1985 had not been received by Fairhills High School ,hence the absence of any entries within this category in the screen display examples as presented.

This stock control system was designed to enable its' user to know the exact movement of chemical stocks both within the school ,and and the status of placed orders.

If used correctly ,it should prove to be a very valuable tool.

SUGGESTED PROCEDURE FOR RECORDING STOCK CHANGES AND PLACEMENT OF CHEMICAL ORDERS

The system was designed to operate in the following manner :

As mentioned previously under "required information for stock records" the year/quantity category should be used to enter a "breakdown" of total stock at the time of doing the stock take.

The total quantity of an item can then be found and entered into the total quantity 11/85 category.

The total quantity 11/85 category should then not be amended until doing a stock take just prior to placing an order with stores branch in October.

As stock is used ,the quantity used should be entered into the usage current year category followed by an amendment to the year/quantity category.

When items ordered are received ,the quantity received can be entered (with its' year) into the year/quantity category. This may lead to a situation where the total quantity category is less than the sum of the items in the year/quantity category but this is not a problem since when doing the October stock take ,the imbalance will correct itself.

By assigning a minimum stock value to regularily used item ; it will be possible to readily notice when stock is getting low by comparing the total quantity 11/85 category with the usage current year category.

If a stock item is approaching its' assigned minimum stock value place an asterisk in the req. category.

It will then be possible to "call up" all those entries containing an asterisk and (by using the complete list in the rear of this manual) transfer the asterisks from the req. category of the CHEM.USAGE file to the req. category of the CHEM.ORDERING file. This should be done in September/October prior to placing the order with stores branch.
After this transfer has been made the asterisks in the CHEM.USAGE file should be removed.

When preparing to place the stores order ,call up those items containing an asterisk in the CHEM.ORDERING file by using the selection rules.(this will be shown later in this chapter)

It will now be possible to determine an order and the date of the order (along with the quantity ordered) should now be entered into the date ordered/quantity category and the asterisk removed.

On receiving the order ,the date and quantity received should now be entered into the date received/quantity category and the quantity should then be transfered back to the year/quantity category of the CHEM.USAGE file.

If the item ordered has been received in full ,the date ordered/quantity entry can be removed along with the date received / quantity entry.

The usage current year category may be useful in determining typical chemical usage from year to year.

SAVING YOUR STOCK CHANGES TO DISK

Use "esc" to return to the MAIN MENU and select :

3. Save Desktop files to Disk.   return

Your screen display should then be as shown below :

```
Disk: Drive 1                    SAVE FILES                    Escape: Main M
_____________________________________________________________________________
   ____________________________
  |    Main Menu               |_______________________________________
  |                                                                    |
  |  ___________________________                                       |
  |  |     Save Files          |_______________________________________|___
  |  |     Name                Status        Document type        Size     |
  |  |     ============================================================   |
  |  |     CHEM.USAGE.         Unchanged     Data Base            36K      |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |  |                                                                     |
  |__|                                                                     |
     |                                                                     |
     |_____________________________________________________________________|

_____________________________________________________________________________
Use Right Arrow to choose files, Left Arrow to undo                 20K Avail
```

Obviously you must press return to proceed.
Your new screen display will be as shown below :

```
Disk: Drive 1                   "CHEM.USAGE."                  Escape: Save Fi
_____________________________________________________________________________
   ____________________________
  |    Main Menu               |_______________________________________
  |                                                                    |
  |  ___________________________                                       |
  |  |     Save Files          |_______________________________________|___
  |  |                                                                     |
  |  |  ___________________________                                        |
  |  |  |    "CHEM.USAGE."         |_______________________________________|___
  |  |  |                                                                      |
  |  |  |                                                                      |
  |  |  |    You made changes to this file                                     |
  |  |  |                                                                      |
  |  |  |    1.   Save the file on the current disk                            |
  |  |  |                                                                      |
  |  |  |    2.   First change to a different disk or directory                |
  |  |  |                                                                      |
```

Select : 1. Save the file on the current Disk. return

You will be prompted to place your data disk in drive 1 and press the retun key.

You will then be presented with the following screen display :

```
======================================================================
isk: Drive 1                  "CHEM.USAGE."                Escape: Save Files
------------------------------------------------------------------------------
 | ______________________
 |     Main Menu         |____________________________________
 |                                                            |
 |  | ______________________                                  |
 |  |     Save Files       |____________________________________|__
 |  |                                                              |
 |  |  | ______________________                                    |
 |  |  |     "CHEM.USAGE."    |____________________________________|__
 |  |  |                                                              |
 |  |  |                                                              |
 |  |  |     This file already exists on Drive 1                      |
 |  |  |                                                              |
 |  |  |     1.  Let the new information replace the old.             |
 |  |  |                                                              |
 |  |  |     2.  Save with a different name.                          |
 |  |  |                                                              |
 |  |  |                                                              |
 |  |  |                                                              |
 |__|  |                                                              |
    |  |                                                              |
    |__|                                                              |
       |______________________________________________________________|
------------------------------------------------------------------------------
ype number, or use arrows, then press Return                      19K Avail.
======================================================================
```

Since you probably want to replace the information on the disk with the amended records you've created : press return. Your new records will now be saved on the disk.

A simpler way to save files is to use Apple S .

Note : Each side of a disk has approximately 136 K of available storage.
The total of the three files on Side A of CHEM.SAFE.STOCK = 130 K resulting in only 6 K to spare.
AppleWorks saves desktop files to disk by first saving the desktop file and then deleting the previous save of that file.

Side B of the disk presents no problems since ,even if you have entries for 75% of the items listed ,you probably won't exceed 80 K of stored file records resulting in 56 K of available storage space on disk and this is greater than the maximun 55 K desktop avaiable anyway.

Should you need to amend (or are advised by the Ministry of Education ,Curriculum Branch Chemistry ,or the author of this system to amend or add to) the records within the files on Side A of this disk ,you must do so as follows :

Add the file you need to amend to the desktop.

Make the necessary amendment and/or record insertions/deletions and save the amended file to a blank formatted disk.

DELETING A FILE FROM DISK (when amending Side A only)

Escape to the MAIN MENU.

Select : 5. Other activities . return

Your screen display will now be as shown below :

```
Disk: Drive 1                    OTHER ACTIVITIES                 Escape: Main Me
_________________________________________________________________________________

   ________________________
  |     Main Menu          |_____________________________________
  |   _________________________                                  |
  |  |   Other Activities      |_____________________________________|__
  |  |                                                                  |
  |  |   1.  Change current disk drive or ProDOS prefix                 |
  |  |                                                                  |
  |  |   2.  List all files on the current disk drive                   |
  |  |                                                                  |
  |  |   3.  Create a subdirectory                                      |
  |  |                                                                  |
  |  |   4.  Delete files from disk                                     |
  |  |                                                                  |
  |  |   5.  Format a blank disk                                        |
  |  |                                                                  |
  |  |   6.  Select standard location of data disk                      |
  |__|                                                                  |
     |   7.  Specify information about your printer(s)                  |
     |__________________________________________________________________|

_________________________________________________________________________________
Type number, or use arrows, then press Return                         19K Avail.
```

Select : 4. Delete files from disk. return.

Place the disk "CHEM.SAFE.STOCK" Side A into the disk drive and press retun.
You will be presented with a list of files on Side A of the disk.
Use the down arrow (if necessary) to highlight the amended file (BE SURE YOU HIGHLIGHT THE RIGHT FILE) and use the right arrow key to mark the file. return.
On deletion of the file the screen display will return to the list of Other Activities.
Press the esc key to return to the MAIN MENU.
Now save the amended desktop file to Side A of your CHEM.SAFE.STOCK disk.

It will be necessary to repeat the deletion process for all your copies of CHEM.SAFE.STOCK.

The reason for initially copying the amended file to a blank unformatted disk is that if the power failed prior to the completion of the exercise ,you may then not have a copy of the file prior to the amendment.

USING THE SELECTION RULES IN STOCK CONTROL

You have already seen in the previous chapter how to use the selection rules to list only your specified records.Following are some examples of the use of selection rules to assist in stock control and disposal of chemicals.

FINDING ITEMS REQUIRED TO BE ORDERED

This selection can be of value in both the CHEM.USAGE and CHEM.ORDERING files.

Use Apple-R

Select : 2. REQ. (in the chem.ordering file) return
10. REQ. (in the chem.usage file) return

Select : 7. contains return

Enter * as the comparison information return

You will now be presented with a screen display of all the items required to be ordered.

FINDING ITEMS ORDERED

Use Apple-R (in the chem.ordering file)

Select : 5. DATE ORDERED/QUAN return

Select : 6. is not blank return

Press the esc key.

FINDING ORDERS RECEIVED IN PART ONLY

Use Apple-R (in chem.ordering file)

Select : 5. DATE ORDERED/QUAN return

Select : 6. is not blank return

Select : 1. and return

Select : 6. DATE RECEIVED/QUAN return

Select : 6. is not blank return

Press the esc key.

If you have deleted the entries in the date received/quan category where the order has been received in full ,you should now have a screen display of only outstanding ordered items which have not been received in full.

There are many more selections you could make.
Try experimenting to find the selection rules that best suit your particular needs.

USING THE SELECTION RULES IN DISPOSING OF OLD CHEMICALS

It is strongly recommended that some chemicals should not be kept if they are more than five years old.
This situation does not apply to most of the "stable" inorganic compounds but there are certainly some nasty chemicals (both organic and inorganic) which will present serious dangers if they are too old.
An often overlooked example of this problem is DI ETHYL ETHER which on ageing and/or exposure to sunlight may form peroxides which will explode on evaporation of the ether.
This is only one example of many.

You may recall earlier I mentioned that there were reasons for designing a system where the year and quantity were recorded for each container of a particular chemical item record .... well here's the reason!
By listing the items by year and quantity we can now apply the selection rules to them to assist us in determining what we need to dispose of.

Find your oldest chemical entry.
Say it was 1976 and you still had 25 grams of item X.

This entry becomes the starting point in our exercise.

Use Apple-R (in the chem.usage file)

Select : 4. YEAR/QUANTITY return

Select : 7. contains return

Enter 76 as your comparison information. return esc

You will now be presented with a screen display of all records where a quantity of 1976 chemical is listed.The display will be in multiple record layout and you can individually zoom into (Apple-Z) single record layout on each of them ,list the ones you wish to dispose of (with the respective disposal code) ,and then refer to the disposal code explainations in the INTRO.CODES files before disposing of them.

You may then escape from selection records before repeating the same procedure for each succesive year up to five years from the current year.

CUSTOMISED MULTIPLE RECORD LAYOUTS

It is possible to make customised displays by using a combination of AppleWorks functions.

Example : Suppose you wanted to view a list of all chemicals currently supplied through stores branch under tender arrangement with a chemical supply house ,and at the same time be able to refer to the stores branch number.

You've probably already noticed that the stores branch number category is not normally displayed in multiple record layout.

Add the CHEM.ORDERING file to the desktop.

Use Apple-R

Select : 4. STORES No./SUPPLIER return

Select : 7. contains return

Enter 9 as the comparison information return

A "9" is sufficient comparison information since (at present) all chemicals handled by stores branch begin with a "9". Also the "SUPP." for alternative supplier (where items are not available through stores branch) are not likely to contain a digit in their name.

Press the esc key.

You will now be presented with a screen display of only the chemical items handled by stores branch but you still can't see the stores numbers.

Use Apple-L (do not use Apple-L for any other purpose since it changes a files' record layout and you may lose your formats.)

Press the right arrow key three times to position the cursor over the first character in the STORES No./SUPP. category.

Use Apple-D

Press the left arrow key twice to position the cursor over the first character in the REQ. category.

Use Apple-I (not lowercase L or a 1)

Press the left arrow key once.

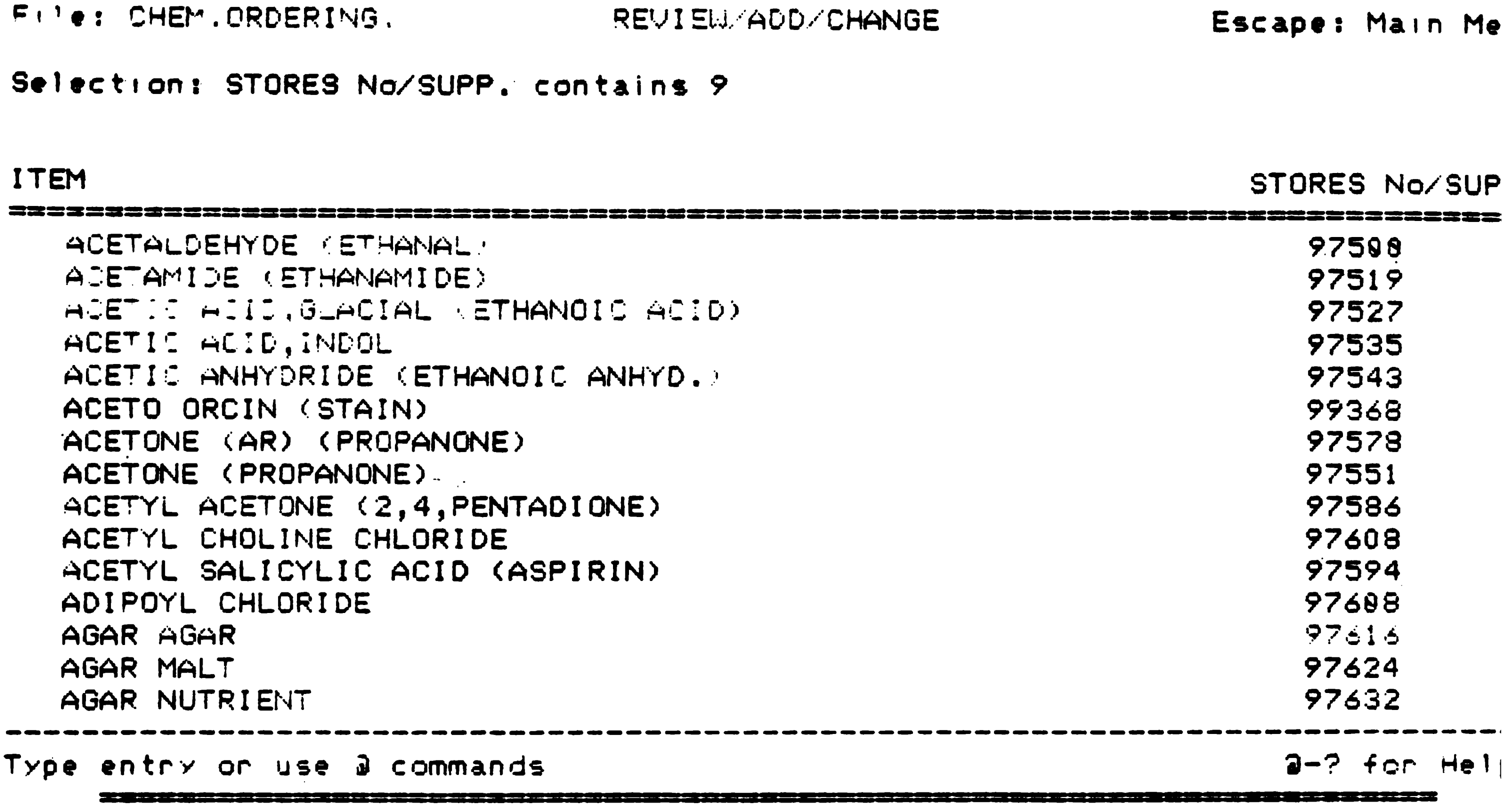
You should now see the first few digits of the stores branch numbers.

Use Apple-left arrow key to shorten the width of the ITEM category.

You should now be able to see all the digits of the stores branch numbers.

Press the esc key followed by return.

You should now have a screen display like that shown on the following page .



```
File: CHEM.ORDERING.            REVIEW/ADD/CHANGE              Escape: Main Me

Selection: STORES No/SUPP. contains 9

ITEM                                                              STORES No/SUP
===============================================================================
   ACETALDEHYDE (ETHANAL)                                             97508
   ACETAMIDE (ETHANAMIDE)                                             97519
   ACETIC ACID,GLACIAL (ETHANOIC ACID)                                97527
   ACETIC ACID,INDOL                                                  97535
   ACETIC ANHYDRIDE (ETHANOIC ANHYD.)                                 97543
   ACETO ORCIN (STAIN)                                                99368
   ACETONE (AR) (PROPANONE)                                           97578
   ACETONE (PROPANONE)                                                97551
   ACETYL ACETONE (2,4,PENTADIONE)                                    97586
   ACETYL CHOLINE CHLORIDE                                            97608
   ACETYL SALICYLIC ACID (ASPIRIN)                                    97594
   ADIPOYL CHLORIDE                                                   97608
   AGAR AGAR                                                          97616
   AGAR MALT                                                          97624
   AGAR NUTRIENT                                                      97632
-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Hel
```

Wouldn't our screen display appear better if we were to swap these categories around and then arrange the stores branch numbers in numerical sequence ?

Use Apple-L

Use Apple-D

Press the right arrow key once followed by return.

Use Apple-I followed by return.

Now use Apple-right arrow key until the ITEM category fills the remainder of the screen.

Press the esc key followed by return.

Use Apple-A (this is the only time you should use Apple-A. You might be tempted to use it to arrange the ITEM category alphabetically - DON'T !! The chemical items would then be listed with any item starting with a 1 first through the digits 1-9 ,followed by the remaining items in true alphabetical order. DL ASPARTIC ACID would no longer be found under "A" ,it would then be found under "D".)

You should now be presented with the following screen display :

```
File: CHEM.ORDERING.              ARRANGE (SORT)        Escape: Review/Add/Chang

Selection: STORES No/SUPP. contains 9


==============================================================================

                      This file will be arranged on
                      this category: STORES No/SUPP.

                      Arrangement order:

                            1.  From A to Z
                            2.  From Z to A
                            3.  From 0 to 9
                            4.  From 9 to 0




------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       22K Avail.
```

Select : 3. From 0 to 9 followed by return.

As can be seen below ,the stores branch numbers are now arranged sequentially down the screen.

```
File: CHEM.ORDERING.            REVIEW/ADD/CHANGE               Escape: Main Men

Selection: STORES No/SUPP. contains 9


STORES No/SUPP. ITEM
==============================================================================
   97500              ACETALDEHYDE (ETHANAL)
   97519              ACETAMIDE (ETHANAMIDE)
   97527              ACETIC ACID,GLACIAL (ETHANOIC ACID)
   97535              ACETIC ACID,INDOL
   97543              ACETIC ANHYDRIDE (ETHANOIC ANHYD.)
   99368              ACETO ORCIN (STAIN)
   97578              ACETONE (AR) (PROPANONE)
   97551              ACETONE (PROPANONE)
   97586              ACETYL ACETONE (2,4,PENTADIONE)
   97608              ACETYL CHOLINE CHLORIDE
   97594              ACETYL SALICYLIC ACID (ASPIRIN)
   97689              ADIPOYL CHLORIDE
   97616              AGAR AGAR
   97624              AGAR MALT
   97632              AGAR NUTRIENT
------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Through a little consultation with the AppleWorks reference manual ,you would find that this format could be prepared for transfer to the "Clipboard for the Word Processor" and transfered 250 records at a time to a prepared Word Processor document.

DELETING RECORDS

It's not very likely that you'll ever need to do this but for your convenience this function will now be dealt with.

One occassion where this information may be valuable is where :

Extra safety information becomes available for entry into the "CHEM.SAFETY" file.
This file is near full desktop capacity so in order to add information to it ,it may be necessary to delete one or more of the non essential records contained within that file.
(If this becomes necessary ,you will be notified which records to delete in order to create the space for the additional information.

Position the cursor in line with the record to be deleted.

Use Apple-D

Use Apple-right arrow key to highlight the entry to be deleted.

ARE YOU SURE THIS IS THE RECORD YOU WISH TO DELETE ?

If so ,press the return key. (if not ,press the esc key)

INSERTING NEW RECORDS

If you have an item which is not listed within the data base files (and you cannot find any entry after consulting the alternative name listing at the rear of this manual) please contact the author at Fairhills High School on 758 5022 and I will try to find all the relevant information concerning the intended insertion. Other schools having the CHEM.SAFE.STOCK system can then be notified.

contiues next page ....

Position the cursor in line with the record above which you wish to make the insertion.

Use Apple-I

You will then be placed in single record layout and can begin entering the relevant information to each category within that file

---

NOTE Any Deletion/Insertion or change to ITEM or STORAGE ZONE must be recorded in all four data base files.

The data base files on Side A of the CHEM.SAFE.STOCK disk will have to be deleted from the disk before the changed files can be saved.

Don't forget to indent where required !

Please use the following pages to record Deletions/Insertions/ or any other changes to the files.

CHEMICAL ITEM AS PRESENTED WITHIN THE DISC FILES

ACETALDEHYDE (ETHANAL)
ACETAMIDE (ETHANAMIDE)
ACETIC ACID,GLACIAL (ETHANOIC ACID)
ACETIC ACID,INDOL
ACETIC ANHYDRIDE (ETHANOIC ANHYD.)
ACETO ORCIN (STAIN)
ACETONE (AR) (PROPANONE)
ACETONE (PROPANONE)
ACETYL ACETONE (2,4,PENTADIONE)
ACETYL CHOLINE CHLORIDE
ACETYL SALICYLIC ACID (ASPIRIN)
ACRYLIC ACID
ADENOSINE MONOPHOSPHATE
ADENOSINE DIPHOSPHATE
ADENOSINE TRIPHOSPHATE
ADIPOYL CHLORIDE
ADRENALINE
AGAR AGAR
AGAR MALT
AGAR NUTRIENT
ALIZARIN RED (DYE)
ALUMINIUM FOIL
ALUMINIUM POWDER
ALUMINIUM TURNINGS
ALUMINIUM AMMONIUM SULPHATE
ALUMINIUM CARBIDE
ALUMINIUM CHLORIDE (ANHYD.)
ALUMINIUM CHLORIDE 6 HYD.
ALUMINIUM HYDROXIDE
ALUMINIUM NITRATE 9 HYD.
ALUMINIUM OXIDE (FOR CHROMAT.)
ALUMINIUM POTASSIUM SULPHATE 12 HYD.
ALUMINIUM SULPHATE 16 HYD.
AMMONIA 0.880 35% SOL.
AMMONIUM ACETATE
AMMONIUM CARBONATE
AMMONIUM CHLORIDE
AMMONIUM DICHROMATE
AMMONIUM DI HYDROGEN ORTHOPHOSPHATE
DI AMMONIUM HYDROGEN ORTHOPHOSPHATE
AMMONIUM IRON III SULPHATE 12 HYD.
AMMONIUM METAVANADATE
AMMONIUM MOLYBDATE 4 HYD.
AMMONIUM NITRATE
AMMONIUM NITRITE
AMMONIUM ORTHOPHOSPHATE
AMMONIUM OXALATE 1 HYD.
AMMONIUM SULPHATE
AMMONIUM SULPHIDE 8-10%

AMMONIUM THIOCYANATE
AMYL ACETATE (PENTYL ETHANOATE)
AMYL ALCOHOL (PENTAN-1-OL)
ANILINE
ANILINE BLUE (STAIN)
ANILINE SULPHATE
ANION EXCHAGE RESIN
ANTHRACENE
ANTIMONY (PIECES)
ANTIMONY (POWDER)
L-ARGININE
ARSENIC METALLIC LUMP
ARSENIC III OXIDE
ASBESTOS FIBRE
ASCORBIC ACID (VITAMIN C)
DL ASPARTIC ACID
BARIUM (IN PARAFFIN OIL)
BARIUM CARBONATE
BARIUM CHLORATE
BARIUM CHLORIDE 2 HYD.
BARIUM DIPHENYL SULPHONATE
BARIUM HYDROXIDE 8 HYD.
BARIUM NITRATE
BARIUM OXIDE
BARIUM PEROXIDE
BAUXITE
BEESWAX (WHITE)
BENZENE
BENTONITE CLAY
BENZOIC ACID
BENZOPHENONE
BILE SALT
BISMUTH
BISMUTH NITRATE 5 HYD.
BISMUTH OXIDE
BORIC ACID
BORNEOL
BROMINE
BROMO CRESOL GREEN
BROMO CRESOL PURPLE
BROMO PHENOL BLUE (INDICATOR)
BROMO THYMOL BLUE (INDICATOR)
BUFFER TABLETS pH 4
BUFFER TABLETS pH 6
BUFFER TABLETS pH 7
BUFFER TABLETS pH 8
BUFFER TABLETS pH 9.2
iso BUTANOL (2 METHYL PROPAN-1-OL)
n BUTANOL (BUTAN-1-OL)
sec BUTANOL (BUTAN-2-OL)
tert BUTANOL (2 METHYL PROPAN-2-OL)
n BUTYL BROMIDE (1 BROMO BUTANE)
sec BUTYL BROMIDE (2 BROMO BUTANE)
tert BUTYL BROMIDE (2 BROMO-2-METHYL PROPANE)

tert BUTYL CHLORIDE (2 CHLORO-2-METHYL PROPANE)
iso BUTYRIC ACID (2,METHYL PROPANOIC ACID)
n BUTYRIC ACID (BUTANOIC ACID)
CALCIUM (TURNINGS) granules
CALCIUM CARBIDE
CALCIUM CARBONATE (FOR CHROMAT.)
CALCIUM CARBONATE MARBLE CHIPS
CALCIUM CARBONATE (POWDERED)
CALCIUM CHLORIDE 2 HYD.
CALCIUM CHLORIDE (FUSED DESSICATOR FLAKES)
CALCIUM DI HYDROGEN ORTHOPHOSPHATE
CALCIUM FLUORIDE
CALCIUM HYDROXIDE
CALCIUM HYPOCHLORITE (BLEACHING POWDER)
CALCIUM NITRATE 4 HYD.
CALCIUM OXIDE (LUMPS)
CALCIUM ORTHOPHOSPHATE
CALCIUM PHOSPHIDE
CALCIUM SULPHATE 2 HYD.
CALCIUM SULPHATE 1/2 HYD.PLASTER OF PARIS
CALCIUM SULPHATE (ANHYD.)
CAMPHOR
CANADA BALSAM
CARBON ACTIVATED CHARCOAL
CARBON BLOCKS
CARBON GRAPHITE LUMPS
CARBON RODS
CARBON DISULPHIDE
CARBON TETRACHLORIDE
CARMINE (STAIN)
CASEIN
CEDARWOOD OIL
CERIUM III SULPHATE HYD.
CERIUM IV SULPHATE 4 HYD.
CHALCAPYRITE ORE SAMPLE
CHLORAL HYDRATE
CHLOROACETIC ACID (CHLORETHANOIC ACID)
CHLOROFORM (TRICHLOROMETHANE)
CHROMIUM (LUMP)
CHROMIUM (POWDERED)
CHROMIUM III CHLORIDE 6 HYD.
CHROMIUM III NITRATE 9 HYD.
CHROMIUM III OXIDE (GREEN)
CHROMIUM VI OXIDE
CHROMIUM III POTASSIUM SULPHATE 12 HYD.
CINNAMIC ACID (3 PHENYL PROPRIONIC ACID)
CITRIC ACID
CLOVE OIL
COBALT
COBALT II CHLORIDE 6 HYD.
COBALT CHLORIDE (PAPERS)
COBALT II NITRATE 6 HYD.
COLLODION
CONGO RED (STAIN)

COPPER FOIL
COPPER PELLETS
COPPER WIRE (UNCOATED 20 s.w.g.)
COPPER TURNINGS
COPPER II BROMIDE
COPPER II CARBONATE (BASIC)
COPPER II CHLORIDE 2 HYD.
COPPER II NITRATE 3 HYD.
COPPER I OXIDE (RED)
COPPER II OXIDE (POWDER)
COPPER II OXIDE (GRANULATED)
COPPER II SULPHATE 5 HYD.
COPPER II SULPHATE 5 HYD. COMMERCIAL
COPPER II SULPHIDE
COTTON RED (STAIN)
CRYSTAL VIOLET (STAIN)
CYCLOHEXANE
CYCLOHEXENE
DECON 90
DIASTASE (ENZYME)
2,6 DICHLOROINDOPHENOL
DICHLOROFLUOROSCEIN (INDICATOR)
DICHLOROMETHANE
DIETHYL ETHER
DIMETHYLGLYOXIME
EOSIN (STAIN)
ETHANE DIOL (ETHAN-1,2,DIOL)
ETHANOL ABSOLUTE
ETHANOL 95% RECTIFIED SPIRIT
ETHYL ACETATE (ETHYL ETHANOATE)
ETHYL CHLORIDE (CHLOROETHANE)
ETHYLENE DIBROMIDE (1,2 DIBROMOETHANE)
ETHYLENE DICHLORIDE (1,2 DICHLOROETHANE)
ETHYL IODIDE (IODOETHANE)
EUPARAL
FERRIC ALUM
FERRIC AMMONIUM CITRATE
FLUORENE
FLUORESCEIN (INDICATOR)
FORMALDEHYDE (METHANAL)
FORMALIN COMMERCIAL 40% (METHANAL)
FORMIC ACID 90% (METHANOIC ACID)
FROTHER (m 200)
FRUCTOSE
GALENA ORE SAMPLE
GELATINE
GIESMA'S STAIN
GLASS WOOL (LEAD FREE & FINE)
GLUCOSE POWDER
GLUTAMIC ACID
GLUTEN
GLYCEROL (PROPANE 1,2,3 TRIOL)
GLYCINE
GLYOXAL technical

GUM ARABIC
HAEMATOXYLIN STAIN
n HEPTANE
HEXAMETHYLENE DIAMINE (1,6 DIAMINO HEXANE)
n HEXANE
HEXANE FRACTION
HIGH VACUUM GREASE (SILICON GREASE)
HYDROCHLORIC ACID 10 MOLAR AR
HYDROCHLORIC ACID 1M VOLUMETRIC CAPSULES
HYDROFLUORIC ACID
HYDROGEN PEROXIDE 20 VOLS
HYDROGEN PEROXIDE 100 VOLS
HYDROQUINONE (QUINOL)
INDICATOR PAPER pH 1-14
INDICATOR PAPER pH 1-4
INDICATOR PAPER pH 4-6
INDICATOR PAPER pH 6-8
INDICATOR PAPER pH 8-10
INDICATOR PAPER pH 10-12
INDICATOR PAPER pH 12-14
INDIGO CARMINE (STAIN)
INDOPHENOL
INVERTASE (ENZYME)
IODINE
ION EXCHANGE RESIN (AMBERLITE IRC 50)
IRON FILINGS (FINE)
IRON POWDER
IRON WIRE
IRON III CHLORIDE ANHYD.
IRON III CHLORIDE 6 HYD.
IRON III CITRATE
IRON III NITRATE 9 HYD.
IRON III ORTHOPHOSPHATE
IRON III OXIDE
IRON II AMMONIUM SULPHATE 6 HYD.
IRON II CHLORIDE 4 HYD.
IRON II ORTHOPHOSPHATE
IRON II SULPHATE 7 HYD.
IRON II SULPHIDE
KEROSENE
KIESEL GEL ,GRADE C (FOR CHROMATOGRAPHY)
LACTIC ACID
LACTOPHENOL
LACTOSE
LANOLIN
LATEX SOLUTION- STABILISED
LAUROYL PEROXIDE (DIDOCENOYL PEROXIDE)
LEAD FOIL
LEAD SHOT
LEAD II ACETATE
LEAD II BROMIDE
LEAD II CHLORIDE
LEAD II NITRATE
LEAD IV OXIDE (BROWN)

LEAD II OXIDE LITHARGE (YELLOW)
LEAD II IV OXIDE (RED LEAD)
LEAD II SULPHIDE
LEISHMAN'S STAIN
LEUCINE
LITHIUM (IN LIQUID PARAFFIN)
LITHIUM CHLORIDE I HYD.
LITHIUM NITRATE 3 HYD.
LITMUS GRANULAR INDICATOR
LITMUS PAPER BLUE (BOOK 100 STRIPS)
LITMUS PAPER RED (BOOK 100 STRIPS)
LYCOPODIUM POWDER
LYSINE MONOCHLORIDE (LYSINE HYDROCHLORIDE)
MAGNESIUM POWDER
MAGNESIUM RIBBON
MAGNESIUM TURNINGS
MAGNESIUM CARBONATE (BASIC)
MAGNESIUM CHLORIDE 6 HYD.
MAGNESIUM HYDROXIDE
MAGNESIUM NITRATE 6 HYD.
MAGNESIUM OXIDE
MAGNESIUM SULPHATE 7 HYD.
MALEIC ACID (cis BUTENE DIOIC ACID)
MALIC ACID
MALTOSE
MANGANESE
MANGANESE II CARBONATE
MANGANESE II CHLORIDE 4 HYD.
MANGANESE IV OXIDE (MANGANESE DIOXIDE)
MANGANESE II SULPHATE 1 HYD.
MANNITOL
MERCURY
MERCURY I NITRATE 2 HYD.
MERCURY II CHLORIDE
MERCURY II NITRATE 1 HYD.
MERCURY II OXIDE
METHANOL
L METHIONINE
METHYL ACETATE (METHYL ETHANATE)
METHYLATED SPIRITS
METHYL CELLULOSE
METHYLENE BLUE (STAIN)
METHYLENE BLUE (VITAL STAIN)
METHYL FORMATE (METHYL METHONATE)
METHYL GREEN (STAIN)
METHYL IODIDE (IODOMETHANE)
METHYL ORANGE (INDICATOR)
METHYL RED (INDICATOR)
METHYL SALICYLATE
METHYL VIOLET (INDICATOR)
MUREXIDE (AMMONIUM PURPURATE)
NAPHTHALENE
NAPHTHENIC ACID
1 NAPHTHOL (alpha) (NAPHTHALENE-1-OL)

NEUTRAL RED (STAIN)
NICKEL FOIL
NICKEL PELLETS
NICKEL POWDER
NICKEL II CHLORIDE 6 HYD.
NICKEL II NITRATE 6 HYD.
NICKEL II SULPHATE 6 HYD.
NINHYDRIN SPRAY
NINHYDRIN
NITRIC ACID 16 MOLAR
n OCTANE
OLEIC ACID
ORCEIN (GURR'S SYNTHETIC STAIN)
ORCINOL
OXALIC ACID 2 HYD.(ETHANE DIOIC ACID)
PARAFFIN OIL
PARAFFIN WAX (HISTOLOGICAL MELTING POINT 52 DEG.C
PARAFORMALDEHYDE
n PENTANE
PEPSIN (ENZYME)
PEPTONE (BACTERIOLOGICAL)
PERCHLORIC ACID
PEROXIDE TEST STRIPS
PETROLEUM ETHER
PETROLEUM JELLY
PHENOL
PHENOLPHTHALEIN (INDICATOR)
PHENOL RED (INDICATOR)
DL b PHENYL a ALANINE
PHENYL ANTHRANILIC ACID
PHENYL SALICYLATE
PHLOROGLUCINOL
PHOSPHORIC ACID meta
PHOSPHORIC ACID ortho
PHOSPHORUS RED
PHOSPHORUS WHITE STICKS
PHOSPHORUS YELLOW
PHOSPHORUS III CHLORIDE (PHOSPHORUS TRICHLORIDE)
PHOSPHORUS V CHLORIDE (PHOSPHORUS PENTACHLORIDE)
PHOSPHORUS V OXIDE (PHOSPHORUS PENTOXIDE)
PHTHALLIC ANHYDRIDE
PICRIC ACID (TRINITROPHENOL)
PLATINUM FOIL
PLATINUM WIRE (s.w.g.26) (0.5 mm)
PLATINUM IV CHLORIDE (CHLOROPLATINIC ACID)
POLYESTER PLASTIC WAX
POTASSIUM (STORED IN PARAFFIN OiL)
POTASSIUM BROMIDE
POTASSIUM CARBONATE ANHYD.
POTASSIUM CHLORATE
POTASSIUM CHLORIDE
POTASSIUM CHROMATE
POTASSIUM CITRATE
POTASSIUM CYANIDE

POTASSIUM DI HYDROGEN ORTHOPHOSPHATE
POTASSIUM DICHROMATE
POTASSIUM FLUORIDE
POTASSIUM HEXACYANOFERRATE II
POTASSIUM HEXACYANOFERRATE III
DI POTASSIUM HYDROGEN ORTHOPHOSPHATE
POTASSIUM HYDROGEN PHTHALATE
POTASSIUM HYDROXIDE
POTASSIUM IODATE
POTASSIUM IODIDE
POTASSIUM NITRATE
POTASSIUM NITRITE
POTASSIUM OXALATE 1 HYD.
POTASSIUM PERMANGANATE
POTASSIUM PERMANGANATE M/50 VOLUMETRIC CAPSULES
POTASSIUM PERSULPHATE
POTASSIUM SULPHATE
POTASSIUM THIOCYANATE
L PROLINE
iso PROPANOL (PROPAN-2-OL)
n PROPANOL (PROPAN-1-OL)
PROPIONIC ACID (PROPANOIC ACID)
PYRIDENE
PYROGALLIC ACID
QUININE SULPHATE
RENNET (ENZYME)
RENNIN
RESORCINOL (BENZENE-1,3-DIOL)
RESORCINOL (COMMERCIAL GRADE)
RHODAMINE B
RIBONUCLEIC ACID
RUBEANIC ACID (DITHIO OXAMIDE)
SAFRANIN (STAIN)
SALICYLIC ACID (2 HYDROXY BENXOIC ACID)
SEBACOYL CHLORIDE (DECANEDIOYL DICHLORIDE)
L SERINE
SILICON (LUMP OR POWDER)
SILICA GEL G CHROMATOGRAPHY GRADE
SILICA GEL. G SELF INDICATING
SILICONE GLASS TREATMENT SOLN.2%
SILICONE LIQUID DC 200/100
SILICONE LIQUID DC 200/500
SILICONE LIQUID DC 200/1000
SILICONE PUTTY
SILVER FOIL
SILVER NITRATE
SPHALERITE ORE SAMPLE
SODA LIME
SODIUM (STORED IN LIQUID PARAFFIN)
SODIUM ACETATE 3 HYD.
SODIUM AMMONIUM HYDROGEN ORTHOPHOSPHATE 4 HYD.
SODIUM BENZOATE
SODIUM CARBONATE ANHYD.
SODIUM CARBONATE 10 HYD.

SODIUM CHLORATE
SODIUM CHLORIDE
TRI SODIUM CITRATE 2 HYD.
SODIUM COBALTINITRITE
SODIUM DEOXYCHOLATE
SODIUM DICHROMATE
SODIUM DI HYDROGEN ORTHOPHOSPHATE
DI SODIUM HYDROGEN ORTHOPHOSPHATE 2 HYD.
SODIUM DITHIONITE 2 HYD.
SODIUM ETHYLXANTHATE
SODIUM FLUORIDE
SODIUM FORMATE
SODIUM GLUCONATE
MONO SODIUM GLUTAMATE
SODIUM HYDROGEN CARBONATE
SODIUM HYDROGEN CARBONATE COMMERCIAL GRADE
SODIUM HYDROGEN SULPHATE
SODIUM HYDROGEN SULPHITE
SODIUM HYDROXIDE
SODIUM HYDROXIDE 1M VOLUMETRIC CAPSULES
SODIUM HYPOCHLORITE SOL. 12.5%
SODIUM HYPOPHOSPHITE
SODIUM IODIDE
SODIUM LAURYL SULPHATE
SODIUM METABISULPHITE
DI SODIUM ETHYLENE DIAMINE TETRACETRATE (E.D.T.A.)
SODIUM MOLYBDATE
SODIUM NITRATE
SODIUM NITRITE
TRI SODIUM ORTHOPHOSPHATE 12 HYD.
SODIUM OXALATE
SODIUM PEROXIDE
SODIUM PEROXYDISULPHATE (SODIUM PERSULPHATE)
SODIUM POTASSIUM TARTRATE 4 HYD.
SODIUM PYROPHOSPHATE 10 HYD.
SODIUM SILICATE
SODIUM SULPHATE ANHYD.
SODIUM SULPHATE 10 HYD.
SODIUM SULPHIDE
SODIUM SULPHITE ANHYD.
SODIUM SULPHITE 7 HYD.
SODIUM TETRABORATE 10 HYD.(BORAX)
SODIUM THIOSULPHATE ANHYD. AR
SODIUM THIOSULPHATE COMMERCIAL GRADE
SOLOCHROME BLACK (ERICHROME BLACK T)
STARCH IODIDE PAPERS (ROLL)
STARCH POTATO
STARCH SOLUBLE
STRONTIUM METAL (STORED IN LIQUID PARAFFIN)
STRONTIUM CARBONATE
STRONTIUM CHLORIDE 6 HYD.
STRONTIUM NITRATE
STYRENE (PHENYLETHENE MONOMER)
SUCCINIC ACID (BUTANEDIOIC ACID)

SUCROSE
SUDAN III STAIN
SUDAN IV STAIN
SULPHUR DIOXIDE (CYLINDER)
SULPHUR FLOWERS
SULPHUR ROLL
SULPHURIC ACID 18 MOLAR
TAKADIASTASE
TANNIC ACID
TARTARIC ACID
TESTAPE
TESTOSTERONE PROPIONATE
THIN LAYER CHROMATOGRAPHY PLATES
THIOACETAMIDE (HYDROGEN SULPHIDE SOURCE)
L THREONINE
THORIUM CARBONATE (RADIOACTIVE SOURCE)
THYMOL
THYMOL BLUE
TIN FOIL
TIN GRANULATED
TIN PELLETS
TIN II CHLORIDE 2 HYD.
TIN IV CHLORIDE ANHYD.
TIN IV OXIDE
TOLUENE (METHYL BENZENE)
TOLUIDINE BLUE
TRI CHLOROACETIC ACID (TRICHLORO ETHANOIC ACID)
1,1,1,TRICHLOROETHANE
TRIPROPYLENE GLYCOL
tris HYDROXYMETHYLAMINO METHANE
TRYPSIN
DL TYROSINE
TURPENTINE WOOD (NOT MINERAL TURPS)
UNIVERSAL INDICATOR SOLUTION
UREA
UREA (COMMERCIAL)
VANADIUM V OXIDE
XANTHYDROL 10% SOLUTION
XYLENE (1,4 DIMETHYL BENZENE)
D(+) XYLOSE (PENTOSE)
YEAST DESSICATED
YEAST (ENZYME)
ZEPHIRAN SOLUTION
ZINC FOIL
ZINC POWDER
ZINC GRANULATED
ZINC CARBONATE (BASIC)
ZINC CHLORIDE 6 HYD.
ZINC NITRATE 6 HYD.
ZINC OXIDE
ZINC SULPHATE 7 HYD.
ZINC SULPHIDE

INTERIM STOCK USAGE RECORD SHEET

Date : ----------------------

CHEMICAL ITEM	YEAR/QUANTITY USED	DATE	ENTERED TO FILES

COMMENTS

ALTERNATE NAME	ITEM AS LISTED IN DISC FILES
AMP	ADENOSINE MONOPHOSPHATE
ADP	ADENOSINE DIPHOSPHATE
ATP	ADENOSINE TRIPHOSPHATE
AMBERLITE IRC 50	ION EXCHANGE RESIN
AMMONIUM ALUMINIUM SULPHATE	ALUMINIUM AMMONIUM SULPHATE
AMMONIUM FERRIC CITRATE	FERRIC AMMONIUM CITRATE
AMMONIUM PURPURATE	MUREXIDE
ASPIRIN	ACETYL SALICYLIC ACID
BENZENE-1,3-DIOL	RESORCINOL
BORAX	SODIUM TETRABORATE
BLEACHING POWDER	CALCIUM HYPOCHLORITE
1 BROMO BUTANE	n BUTYL BROMIDE
2 BROMO BUTANE	sec BUTYL BROMIDE
2 BROMO 2 METHYL PROPANE	tert BUTYL BROMIDE
BROWN LEAD	LEAD IV OXIDE
BUTAN-1-OL	n BUTANOL
BUTAN-2-OL	sec BUTANOL
BUTANEDIOIC ACID	SUCCINIC ACID
BUTANOIC ACID	n BUTYRIC ACID
cis BUTENE DIOIC ACID	MALEIC ACID
CHLOROETHANE	ETHYL CHLORIDE
CHLOROETHANOIC ACID	CHLOROACETIC ACID
2 CHLORO 2 METHYL PROPANE	tert BUTYL CHLORIDE
CHLOROPLATINIC ACID	PLATINUM IV CHLORIDE
CHROMIC ACID	CHROMIUM VI OXIDE
CHROMIC CHLORIDE	CHROMIUM III CHLORIDE
CHROMIC NITRATE	CHROMIUM III NITRATE
CHROMIC OXIDE (GREEN)	CHROMIUM III OXIDE (GREEN)
CHROMIC POTASSIUM SULPHATE	CHROMIUM III POTASSIUM SULPHATE
CHROMIUM TRIOXIDE	CHROMIUM VI OXIDE
CUPRIC BROMIDE	COPPER II BROMIDE
CUPRIC CARBONATE	COPPER II CARBONATE BASIC
CUPRIC CHLORIDE	COPPER II CHLORIDE
CUPRIC NITRATE	COPPER II NITRATE
CUPRIC OXIDE	COPPER II OXIDE
CUPRIC SULPHATE	COPPER II SULPHATE
CUPRIC SULPHIDE	COPPER II SULPHIDE
CUPROUS OXIDE	COPPER I OXIDE (RED)
DECANEDIOYL DICHLORIDE	SEBACOYL CHLORIDE
1,6 DIAMINO HEXANE	HEXAMETHYLENE DIAMINE
1,2 DIBROMOETHANE	ETHYLENE DIBROMIDE
1,2 DICHLOROETHANE	ETHYLENE DICHLORIDE
DIDOCENOYL PEROXIDE	LAUROYL PEROXIDE
DI HYDROGEN AMMONIUM ORTHOPHOSPHATE	AMMONIUM DI HYDROGEN ORTHOPHOSPHATE
DI HYDROGEN POTASSIUM ORTHOPHOSPHATE	POTASSIUM DI HYDROGEN ORTHOPHOSPHATE

1,4 DIMETHYL BENZENE	XYLENE
DITHIO OXAMIDE	RUBEANIC ACID
EDTA di sodium salt	DI SODIUM ETHYLENE DIAMINE TETRACETIC ACID
ERICHROME BLACK T	SOLOCHROME BLACK
ETHAN-1,2,DIOL	ETHANE DIOL
ETHANAL	ACETALDEHYDE
ETHANAMIDE	ACETAMIDE
ETHANE DIOIC ACID	OXALIC ACID
ETHANOIC ACID	ACETIC ACID,GLACIAL
ETHANOIC ANHYDRIDE	ACETIC ANHYDRIDE
ETHYL ETHANOATE	ETHYL ACETATE
ETHYLENE GLYCOL	ETHANE DIOL
FERRIC AMMONIUM SULPHATE	AMMONIUM IRON III SULPHATE
FERRIC CHLORIDE ANHYD.	IRON III CHLORIDE ANHYD.
FERRIC CHLORIDE	IRON III CHLORIDE
FERRIC CITRATE	IRON III CITRATE
FERRIC NITRATE	IRON III NITRATE
FERRIC ORTHOPHOSPHATE	IRON III ORTHOPHOSPHATE
FERRIC OXIDE	IRON III OXIDE
FERROUS AMMONIUM SULPHATE	IRON II AMMONIUM SULPHATE
FERROUS CHLORIDE	IRON II CHLORIDE
FERROUS ORTHOPHOSPHATE	IRON II ORTHOPHOSPHATE
FERROUS SULPHATE	IRON II SULPHATE
FERROUS SULPHIDE	IRON II SULPHIDE
HOUSEHOLD BLEACH	SODIUM HYPOCHLORITE 12.5%
HYDROGEN DI AMMONIUM ORTHOPHOSPHATE	DI AMMONIUM HYDROGEN ORTHOPHOSHATE
HYDROGEN DI POTASSIUM ORTHOPHOSPHATE	DI POTASSIUM HYDROGEN ORTHOPHOSPHATE
HYDROGEN DI SODIUM ORTHOPHOSPHATE	DI SODIUM HYDROGEN ORTHOPHOSPHATE
2 HYDROXY BENZOIC ACID	SALICYLIC ACID
INDOL-3-YLACETIC ACID	ACETIC ACID,INDOL
IODOETHANE	ETHYL IODIDE
IODOMETHANE	METHYL IODIDE
IRON III AMMONIUM SULPHATE	AMMONIUM IRON III SULPHATE
LEAD MONOXIDE	LEAD II OXIDE
LITHARGE	LEAD II OXIDE
LYSINE HYDROCHLORIDE	LYSINE MONOCHLORIDE
MSG	MONO SODIUM GLUTAMATE
MANGANESE DIOXIDE	MANGANESE IV OXIDE
MANGANIC OXIDE	MANGANESE IV OXIDE
MANGANOUS CARBONATE	MANGANESE II CARBONATE
MANGANOUS CHLORIDE	MANGANESE II CHLORIDE
MANGANOUS SULPHATE	MANGANESE II SULPHATE
MERCURIC CHLORIDE	MERCURY II CHLORIDE
MERCURIC NITRATE	MERCURY II NITRATE
MERCURIC OXIDE	MERCURY II OXIDE
MERCUROUS NITRATE	MERCURY I NITRATE
METHANAL	FORMALDEHYDE
METHANAL	FORMALIN COMMERCIAL 40%
METHANOIC ACID	FORMIC ACID 90%
METHYL BENZENE	TOLUENE

METHYL ETHANOATE	METHYL ACETATE
METHYL METHONATE	METHYL FORMATE
2 METHYL PROPAN-1-OL	iso BUTANOL
2 METHYL PROPAN-2-OL	tert BUTANOL
2,METHYL PROPANOIC ACID	iso BUTYRIC ACID
NAPHTHALENE-1-OL	1 NAPHTHOL (alpha
ORCEIN ACETIC SOLUTION	ACETO ORCIN (STAIN
2,4,PENTADIONE	ACETYL ACETONE
PENTOSE	D(+) XYLOSE
PENTYL ETHANOATE	AMYL ACETATE
PENTAN-1-OL	AMYL ALCOHOL
PHENYLETHENE MONOMER	STYRENE
3 PHENYL PROPIONIC ACID	CINNAMIC ACID
PHOSPHORUS PENTACHLORIDE	PHOSPHORUS V CHLORIDE
PHOSPHORUS PENTOXIDE	PHOSPHORUS V OXIDE
PHOSPHORUS TRICHLORIDE	PHOSPHORUS III CHLORIDE
PLUMBIC OXIDE	LEAD IV OXIDE
PLUMBOUS ACETATE	LEAD II ACETATE
PLUMBOUS BROMIDE	LEAD II BROMIDE
PLUMBOUS CHLORIDE	LEAD II CHLORIDE
PLUMBOUS NITRATE	LEAD II NITRATE
PLUMBOUS OXIDE	LEAD II OXIDE
PLUMBOUS SULPHIDE	LEAD II SULPHIDE
PLASTER OF PARIS	CALCIUM SULPHATE 1 2 HYD.
POTASSIUM ALUMINIUM SULPHATE	ALUMINIUM POTASSIUM SULPHATE
POTASSIUM FERRICYANIDE	POTASSIUM HEXACYANOFERRATE III
POTASSIUM FERROCYANIDE	POTASSIUM HEXACYANOFERRATE II
POTASSIUM SODIUM TARTRATE	SODIUM POTASSIUM TARTRATE
PROPAN-1-OL	n PROPANOL
PROPAN-2-OL	iso PROPANOL
PROPANE 1,2,3 TRIOL	GLYCEROL
PROPANONE	ACETONE (AR)
PROPANOIC ACID	PROPIONIC ACID
QUINOL	HYDROQUINONE
RED LEAD	LEAD II IV OXIDE
SILICON GREASE	HIGH VACUUM GREASE
SODIUM BICARBONATE	SODIUM HYDROGEN CARBONATE
SODIUM PERSULPHATE	SODIUM PEROXYDISULPHATE
SODIUM PHOSPHINATE	SODIUM HYPOPHOSPHITE
STANNIC CHLORIDE ANHYD.	TIN IV CHLORIDE ANHYD.
STANNIC OXIDE	TIN IV OXIDE
STANNOUS CHLORIDE 2 HYD.	TIN II CHLORIDE 2 HYD.
TRICHLOROETHANOIC ACID	TRI CHLOROACETIC ACID
TRICHLOROMETHANE	CHLOROFORM
TRINITROPHENOL	PICRIC ACID
VANADIUM PENTOXIDE	VANADIUM V OXIDE
VITAMIN C	ASCORBIC ACID
YELLOW LEAD	LEAD II OXIDE

WARNING LABELS

Warning labels must be affixed to all reagent bottles and containers supplied to classrooms or kept within the preparation rooms.

FLAMMABLE	must be kept well away from naked flames and areas where static sparks may occur. (the level of flammability risk can be found by referring to either the storage zone listing, or in some cases the special hazards category in "CHEM.SAFETY" file.
CORROSIVE	chemicals which can cause serious damage to skin, eyes, and respiratory tract (or even severe burns).They will also attack laboratory fixtures.
IRRITANT	chemicals which may cause skin, eye, or respiratory tract irritation, and in some cases may lead to rashes or dermatitis.
TOXIC	chemicals which are of a poisonous nature, or may have a cumulative effect, and in some cases may eventually lead to a variety of cancerous disorders. N.B. Bretherick lists known and suspected cancer producing substances and, any entry listed within these files and noted in that text will be found under the "SPECIAL HAZARDS" category in the "CHEM.SAFETY" file.
HARMFUL (substance)	some chemicals are not considered to be harmful enough (in the BDH catalogue) to be considered as toxic, but since we do not at present have a specific "HARMFUL" label, it would be better to play it safe and use a "TOXIC" label on these items.

HARMFUL (irritant)	as in the above file, since no specific label is at present available, it would be better to play it safe and use an "IRRITANT" label on these items.
OXIDISING AGENT	chemicals which are readily reduced. Some of these chemicals may, on contact with combustible materials result in fire.In some cases contact with other chemicals may be violent, and may even result in an explosion.In other cases, contact with other chemicals may result in the liberation of toxic gases.
EXPLOSIVE	chemicals which may explode readily if not properly stored or correctly handled. In some cases these chemicals are shock or heat sensitive.

There are two labels currently available which are not contained within these files.

STERILE	this label should be affixed to culture plates or tubes which have been sterilised by autoclave. N.B. Sterilisation by ultraviolet radiation is effective for plastic petrie type dishes but may not be effective for glass petrie dishes.
BIOHAZARD	this label must be used for storage zone 6.2 items.It should also be placed over the "STERILE" label used on culture plates and culture tubes containing broth after exposure to air or to a bacterial laden atmosphere. e.g. broths of E.Coli or Staph.Albus etc.